

WILLARD COMMUNITY CENTER EARLY CHILDHOOD PROGRAM ~PRE-K~ 2025 SUMMER PROGRAM REGISTRATION FORM

SUMMER THEMES

SUMMER KICK-OFF (MAY 28-30)
PLANTING A RAINBOW (JUNE 2-6)
POND LIFE (JUNE 9-13)
ALL ABOUT BIRDS (JUNE 16-20)
DISNEY (JUNE 23-27)
CAMPING (JUNE 30-JULY 3)

OVER IN THE OCEAN (JULY 7-11)
SUPERHEROES (JULY 14-18)
MAD SCIENCE (JULY 21-25)
KITCHEN CREATIONS (JULY 28-AUG 1)
OFF TO KINDERGARTEN! (AUGUST 4-6)

PLEASE RETURN ALL REQUIRED PAPERWORK NO LATER THAN APRIL 30, 2025, TO RESERVE YOUR CHILD'S SPOT!



- Water days
- One field trip per week
- Enthusiastic & experienced staff
- Fun atmosphere
- Age-appropriate planned activities for each weekly theme
- State childcare subsidy accepted
- Lincoln Little's tuition assistance is available for qualifying families

TURN IN THE BOTTOM PORTION WITH THE COMPLETED ENROLLMENT FORM.

- PRE-K CHILDREN MUST ATTEND FOR A MINIMUM OF EIGHT WEEKS. IF YOU HAVE SIGNED UP FOR LESS THAN EIGHT WEEKS OR YOUR CHILD ATTENDS LESS THAN EIGHT WEEKS, YOU WILL STILL BE CHARGED A MINIMUM OF EIGHT WEEKS. CHILDREN ATTENDING MORE THAN EIGHT WEEKS ARE CHARGED FOR EACH WEEK ATTENDED.
- . TUITION IS CHARGED ON BRIGHTWHEEL AUTOMATICALLY FOR THE WEEK BEFORE CARE BEGINS. IF YOUR CHILD DID NOT ATTEND, YOUR ACCOUNT WILL BE CREDITED THE FOLLOWING WEEK.
- WE WILL BE STAFFING ACCORDING TO THE WEEKLY SIGN-UP. COMPLETING THIS SIGN-UP IS REQUIRED! SUPPOSE YOU HAVE SIGNED UP FOR A WEEK AND A PARENT/GUARDIAN DOES NOT ADVISE THAT THE WEEK OF CARE IS NO LONGER NEEDED BEFORE THE BEGINNING OF THE WEEK AND THE CHILD(REN) IS A NO-CALL/NO-SHOW: IN THAT CASE. YOUR ACCOUNT WILL STILL BE CHARGED.

NEXT TO EACH WEEK YOUR CHILD WILL ATTEND).
#1 May 28-30*	
#2 June 2-6	
#3 June 9-13	Participant's Name:
#4 June 16-20*	rai ticipant 3 Name.
#5 June 23-27	
#6 June 30-July 4*	
#7 July 7-11	
#8 July 14-18	School/program attending in fall:
#9 July 21-25 #10	1 3
July 28-August 1 #11	
August 4-6*	

*Indicates when full weeks of care are not offered.





Registration:

- All past-due balances must be current when you turn in your enrollment. Your child(ren) will only have a spot in the summer
 program once balances have been paid. Spots will not be held; it is first come, first served. Account status will affect your
 placement in line. If you have yet to bring your account balance current and spots have been filled, you will be placed on a
 waitlist for summer programming.
- There is a non-refundable \$105 registration fee per child, regardless of how many weeks signed up. The total fee amount must be paid before summer sessions begin. Care will be allowed once payment is received.
- <u>State childcare subsidies (Title XX) and Willard scholarships do not pay the registration fee:</u> each family is responsible for the total amount. The registration fee pays for your child's field trips, water days, transportation fees, materials, and some presentations. Your child will not be 'enrolled' until this fee is paid, along with all required paperwork.
- You will receive an email confirmation if you are accepted into the summer program.

Enrollment:

Your child will not be enrolled until:

- Past-due balances are paid.
- The summer enrollment form and the bottom portion of this form are complete and submitted.
- ALL information needs to be included in the forms; it must be current and accurate.
- Emergency contacts and authorized pick-up persons are required.
- Field trip permission form signed and completed.

Payment Information:

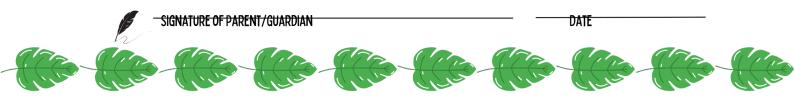
- A weekly fee of \$223 per child, regardless of the number of days attended. If your child does not attend an entire week, your account will be credited the next week.
- Children must attend for a minimum of eight weeks. If you have signed up for less than eight weeks or your child attends less than eight weeks, you will still be charged a minimum of eight weeks. Children attending more than eight weeks are charged for each week attended.
- Charges will be reflected on your child's account before the week of care.
- Accepted forms of payment include cash, check, money order, Venmo, PayPal, and payments made through Brightwheel.
- Payments are due the first day of each week for the previous week unless an alternate payment plan has been set up with the administration.

Summer Hours:

- Willard will be **closed** for classroom set-up and staff training days on May 23rd and May 27th.
- Our first day of care will be Wednesday, May 28th, and our last day will be Wednesday, August 6th.
- Preschool: 6:30 AM-6:00 PM Monday-Friday, unless stated otherwise.
- Willard will be <u>closed</u> on the following days: May 23rd, 26th, 27th, June 19th, July 4th, August 7th & 8th.

 (The last day of the summer program is August 6th.)

I understand that care starts on Wednesday, May 28th.	Υ	N
I understand Willard will be <u>closed</u> on May 23rd, 26th, 27th, June 19th, July 4th, and August 7th & 8th.	Υ	N
I understand that I must bring my child's lunch daily.	Υ	N
I understand that my child's Brightwheel account needs to be in good standing, and all past-due tuition charges are paid.	Y	N
I understand that my child must attend at least eight weeks, and if my child attends less than eight weeks, my account will be charged the equivalent of eight weeks.	Y	N
I understand that I need to let the administration know that my child will be absent for a week before the beginning of the week that I signed up for, or my account will still be charged.	Υ	N
I understand that when receiving a scholarship or any subsidy such as Title XX, the registration fee must be paid by the parent/guardian before my registration can be completed.	Υ	N



Willard Community Center

Summer 2025 Field Trip Permission Slip

Because activities will take place away from Willard Community Center, some special considerations and procedures apply. We have outlined these below:

Your child's participation in this special activity is voluntary. Your written consent at the bottom of this form is necessary for your child to participate.

Participation in activities away from the program may involve risks and responsibilities for you and your child beyond the scope of those generally associated with traditional program functions under our supervision. These may include, for example, personal injury or damage to personal property. We encourage you to ask beforehand about the nature and details of each field trip and any potential risks that will be assumed through participation. By signing below, you acknowledge that you have made yourself aware of any potential risk associated with the field trip and that you voluntarily and knowingly assume all such risk.

Willard will provide booster seats for children age eight and under to follow car seat regulations. All students in the eight and under category must be in a booster seat; otherwise, we cannot provide transportation for your child.

I hereby give my student permission to attend the field trips listed on the back of this page. I consent to understand the expected rules and regulations.

Parent/Guardian Signature:

Relationship to child: ______

h/

PARENT'S CONSENT:

Date : _____

Please initial below to indicate that you allow your child to swim in water over his/her head at Lincoln City Pools with trained lifeguards. (Kids will be in designated areas based on swim tests performed each swim day with trained Lincoln City Lifeguards. If children cannot swim or touch the bottom of the shallow pool, they will be

Emergency contact #3: _____

Phone number: ______

Relationship to child: ______

EMERGENCY INFORMATION:

in the kiddy pool area. Per City Pools, children are not allowed to bring floaty devices.)
*** Preschool & Pre-k children will NOT go swimming but will participate in water days and go to Trago Spray park. ***





Summer 2025 Field Trip Permission Slip

RULES:

If your child fails to abide by Willard's rules of conduct and staff instructions during the trip, it may become necessary to discontinue his/her participation in the activity. Field trips and/or swimming may be taken away from children if they have not earned the privilege to attend. Willard administration and staff have the right to decide if your child cannot attend a particular outing due to behaviors.

DISCLAIMER:

Willard's Administration is planning field trips and swimming outings as usual. Please understand that these are not set in stone. Suppose the Willard Board of Directors, Administration, or the Health Department feels that safety for the children or adults is in danger due to the elements or illness. Field trips and swimming may be canceled, rescheduled, or changed. Your registration fee is non-refundable regardless of whether field trips or swimming outings are made.

FIELD TRIP DATES & TIMES:

A schedule of field trip dates and times will be given out to families in May. If children are not on-site at Willard Community Center locations when the van leaves, your child will not be able to attend the field trip/swimming. Check the field trip calendar for specific departure times. Drop-off at a location other than Willard will not be permitted. Picking up at a location other than Willard will not be allowed (unless there is an emergency). No Exceptions!

SWIMMING HYGIENE:

Children are required to come with a clean towel and swimsuit each swim session/water day. If your child does not have a suit or towel, they may not be able to attend that session. Sandals brought or worn on swim days are preferred. Children will be required to wear shoes to and from the pool. Your child may keep a spare set at Willard if you would like. Having a swim bag for your child to take items to and from the pool is appreciated.

FIELD TRIPS FOR 2025:

Antelope Park, Saltdogs Stadium, Morrill Hall, Nebraska History Museum, Pioneers Park, LFR Fire Station #3, Platte River State Park, Tom Peterson Farms, and more to be determined.



Summer Program

Preschool & Pre-k 2025 Summer Enrollment

	school (Must be age 3 +) Pre-k (Must be entering Kindergarten in	n the Fall of 2025)	
Registration Fee: 🖂 I have included the registration f	ree with the paperwork: \$105 per Child Registration fee will be p	aid by (The child ca	annot start until this fee is paid.)
\square I receive child care subsidy: I understand I am resp	onsible for paying the registration fee, and Willard must receive my	child's subsidy authorization before	e starting.
Provider Number: 33669472 I understand I must contact DHHS to add Title 20	authorization for Willard's early childhood programs. Provider Num	nber: 33669472	
STUDENT INFORMATION: Student's Name			
	Gender A		
Child's Home/Billing Address		Zip code	
When did your child first enroll in a	Willard program? Grade/	program just completed	i
How did you hear about Willard?	School Friend/Family Advertisement	t 🗆 Other:	
Ethnicity:	STATISTICAL INFO:	Lincoln, Nebraska Area I	Median Income
☐ Hispanic/Latino ☐ Non-Hispanic/Latino	My household falls below the 80% median income ☐Yes ☐ No	Size of Household	80% Median Income
Dansi	My child is an English Language Learner □ Yes □ No	1 2	\$57,200 \$65,400
Race: American Indian/Alaska Native	Native language, if yes:	3	\$73,550
☐ Asian	My child receives SPED services during the school year	4	\$81,700
☐ Black or African American☐ Native Hawaiian or other Pacific islander	□Yes □No	5	\$88,250
Caucastion/White		6	\$94,800
☐ Middle Eastern or North African ☐ Other		7 8	\$101,350
GUARDIAN INFORMATION	I •	0	\$107,850
		operated -Widowed	=Othor:
	(long term partner □Single □Divorced/S		
	AN: _ Mother _ Father _ Both _ Other: Cell F		
	Zip		
	Work	-	
	Cell PI		
Home Address:	Zip	Employer:	
Employer Address:	Work	Phone:	
Email Address:			
	S TO PICK UP CHILD DIFFERENT TH ed to be presented to the staff when they pick it		
A MINIMUM OF ONE AUTHORIZED PICK-UP PERSON IS R	EQUIRED. (We suggest one person outside of the household is listed, if p	possible.)	
Name:	Phone:	Relation to child	l:
Name:	Phone:	Relation to child	l:
Name:	Phone:	Relation to child	l:
	Phone:	Relation to child	l:
EMERGENCY CONTACT INFO	ORMATION: ched in an EMERGENCY, please call: (At least one	e emergency contact is RE	EQUIRED)
Name:	Phone:	Relation to chil	d:

Chil	ld's N	Name: Child's A	Age:
		INFORMATION: child have any health issues/allergies or other concerns that we need to be aware of?	
Parei Accor broug admir apply	nt/Gu ding to tht in the nisterin medic	nild require any medication during Willard hours?	s for fely give or
apply	medic	, have determined that Willard Community Center staff is compete ications and first aid products to my child, ns: Yes No First Aid: Yes No	nt to give or
-		PERMISSIONS: is, I agree to the following (please circle each answer)	
Yes	No	I permit my child to be enrolled in the Willard Community Center programs.	
Yes	No	I give the Willard Community staff permission to use any photographs, writings, artwork, etc., for use the Willard Community Center's social media platforms, promotional materials, presentation/documentary purposes, etc.	on
Yes	No	I consent to my child's transportation by any means deemed appropriate for Willard Community Cerprogramming participation. Car/booster seats will be provided as required by licensing regulations.	ter
Yes	No	I understand that my child must be on-site at Willard Community Center when vans leave for field trip Otherwise, my child will not be able to attend. (See the field trip calendar for departure and arrival times)	
Yes	No	When the parent/guardian/emergency contact cannot be reached in an emergency, the staff has permission to call the family doctor/health service. Permission is granted for another physician to give emergency care if the child's physician can not be reached. Doctor/Health Service Name: Phone Number:	⁄e
Yes	No	Willard staff will transport my child to the nearest emergency facility if necessary. If NO, I want my child transported to:	
Yes	No	I permit the Willard Community Center staff to help my child apply program-provided sunscreen with SPF or higher to my child as needed. If NO, I have provided the following type/brand for Willard staff use on my child with my child's name on it:	
Yes	No	I understand that Willard Community Center does not carry health and accident insurance for my ch As a parent/guardian, I will be primarily responsible for an injury where bills are incurred.	ild.
Yes	No	I have received and read a Parent Handbook and Parent Information Brochure. (which can be found on our website www.willardcommunitycenter.org if needed.)	
Yes	No	I understand that I am financially responsible for all charges and that I am liable for all legal fees.	
Yes	No	I understand that I will be charged a late fee to be paid in cash if I do not pick-up my child by closing 6:00 PM. See the Late Pick-up Policy in the Parent Contract for fees.	at
Yes	No	I authorize Willard Community Center to share my contact information with other families enrolled preschool/pre-k programs in a directory to connect outside of programming. □ Email □ Phone	d in the ne Number
Yes	No	I authorize my child to participate in an activity that may require interaction with live animals. (If not, your child may be excluded from some field trips or presentations.)	









Summer Program

2025 Parent Payment Contract Preschool/Pre-K

Child registration is not complete, and your child will only have a secure spot once her contract is turned in.

Late Pick-up Policy

Willard Community Center charges parents who are late in picking up their child(ren). As a reminder, Preschool and Pre-k programs at Willard close at 6:00 PM (6:30 AM-6:00 PM), the Roper Before and After school program at Roper Elementary closes at 6:00 PM (6:30 AM-6:00 PM), and the Lakeview CLC at Lakeview Elementary closes at 6:00 PM (7:00 AM-6:00 PM). These times are set in place due to licensing requirements and are not negotiable. During the summer, the hours of operation for school-age families who enroll their children for summer day camp are 6:30 AM-6:00 PM. The early childhood programs are also 6:30 AM-6:00 PM.

If you are late picking up your child(ren), there is an initial fee of \$50.00. Late pick-up begins at 6:01 PM for all Willard programs. You will also be charged \$5.00 per minute for every minute after you are late picking up your child(ren). All fees are per child. If you are running late, a phone call must be made to Willard's staff to let them know; however, this phone call will not waive the fee previously listed. If you receive any subsidy, you must still pay the fee. Paying this fee in advance will not be accepted.

Fees must be paid directly to the staff via CASH or VENMO at pick-up. If the late fee is not paid before the next business day, care will be denied until paid in full, either by cash/Venmo. This fee is separate from your monthly bill and is not billed on Brightwheel. This money goes directly to the staff members waiting for your arrival. *PayPal, check, and Brightwheel payments will not be accepted.

If there are more than three late pick-up occurrences, you must meet with a director before your child can return. After meeting with a director and there is one more occurrence, your childcare privileges in any of Willard Community Center's programs will be terminated. The child will not be allowed back into a Willard program for at least one year after termination. For the child to return, all fees for previous enrollment must be paid, and a letter must be written to the executive director or designee asking for reinstatement.

School- Age programs

6:01 PM: The initial fee is \$50.00 per child.

Beginning at 6:02 PM, there is an additional fee of \$5 per minute per child.

6:30: The Police and Child Protective Services will be notified.

Three occurrences = Meeting with a director

Fourth occurrence= Child care termination.

Early Childhood program participants at Willard for preschool and Pre-k:

6:01 PM: The initial fee is \$50.00 per child.

Beginning at 6:02 PM, there is an additional fee of \$5 per minute per child.

6:30: The Police and Child Protective Services will be notified.

Three occurrences = Meeting with a director

Fourth occurrence= Child care termination

 $(Phone\ calls\ will\ be\ placed\ to\ authorized\ pick-ups\ and\ emergency\ contacts\ if\ the\ parent/guardian\ is\ inaccessible.)$

Brightwheel:

Willard Community Center utilizes the childcare software application called Brightwheel. When you sign up your child in any Willard programs, your child/children are added to our system. Parents/guardians will be added via their email addresses and phone numbers. **Notifications to parents will be made through the Brightwheel app.** Charges to your child's account will be made through the app, and payments can be made through Brightwheel to automatically withdraw from your banking account (PayPal, Venmo, cash, and checks are still accepted). If more than one child attends a Willard program, each child will have separate accounts. Divorced or separated parents who share custody may request separate accounts for their child(ren) and advise how the child's tuition must be split on each account for tax purposes. However, if only one parent/guardian falls behind on tuition, enrollment will still be affected.

□ I understand Willard Community Center uses Brightwheel for all charges, payments, and notifications regarding my child's care. (Please see the information below).

Payment amounts may change at any time by the Board of Directors. Should there be any changes, Willard's administration will notify parents using the Brightwheel software application to include the effective date and newest rates.

Late Payment Policy:

Delinquent accounts will be provided notice of deficiency. Accounts remaining delinquent for more than four weeks without Executive Director (or Board approval as required) will be turned over to collections at the Board of Director's discretion. In recognition of our organization's mission, the Board of Directors has authorized the Executive Director or her appointee to approve individualized payment plans for families in rare instances of financial distress or emergencies. Any family may request a temporary exception to the policy in writing, detailing the reason(s) for the exception and the proposed payment plan. The Executive Director or appointee may only approve deviations up to a maximum of \$500.00 carrying balance per family. All families with a balance at the end of the month will be reported to the Board of Directors. Any family exceeding \$500.00 will require the Board of Directors written approval. Accounts remaining unsettled will receive monthly notification of delinquency. Delinquent accounts appearing uncollectable may be turned over to collections, resulting in additional legal and financial consequences.

This contract is made between the parent(s)/guardian(s):			
Name of Parent(s)/Guardian(s) who will be responsible for paying any ch	ildcare fees associated with	the summer program	
The contract is for the care of the following children (only one per fan	nily is required):		
Child's name and date of birth			
Child's name and date of birth			
Child's name and date of birth			
I understand it is my responsibility to pay the weekly fee of \$223.00 per v	week per child.		
I understand that I am responsible for paying the non-refundable registra	ation fee of \$105.00 per chil	d before summer begins.	
$^{ m J}$ I understand that my child must attend at least eight weeks, and if my chequivalent of eight weeks.	ild attends less than eight v	veeks, my account will be char	ged the
I receive a state subsidy and will have a secondary authorization from DF secondary authorization must be approved by the first day of summer pro Provider ID: 33669472			
Child Care Termination: The Board of Directors authorizes the Executive Director to refuse services to any child does not comply with the program center policies.	ld due to the delinquency of the	account, unresolved behavior, and	l late pick-up that
Signatures: The signatures below indicate agreement with this contract and the written policy in and agree to the terms and payment of late fees. The provider may change policies a required). Parent signature & date: Parent signature & date:	as needed with the advance writ		
\mathcal{W}			
Willard Staff signature & date: Please let the Early Childhood Director know if you would like a		and an accellation and the discount	
Tuition Assistance for My household falls below the 80% median income (See Chart), and I You will need to apply for a subsidy (Title 20) with DHHS and proregarding Title 20 approval or denial. You must provide three months' paystubs for all contributing house	am interested in applying for particular will and Community Cente	artial Lincoln Little's tuition assista r with the determination letter you	receive
verification. I understand the Lincoln Littles will not cover	Lincoln, Nebraska Area	Median Income	
100% of my weekly tuition.	Size of Household	80% Median Income	
 I understand that I must apply for Title 20, providing the determination letter and proof of 	1	\$57,200	
income to Willard Community Center.	2	\$65,400 \$73,550	
I understand that an application must be	4	\$81,700	
submitted along with the above requirements	5	\$88,250	
before the grantor will consider any tuition	6	\$94,800	
assistance requests.	7	\$101,350	
☐ I understand that submitting an application	8	\$107,850	
_			













Child's Name:	Child's Age:
Information About Your Child:	
Child's siblings (This will help spell their names on their artwork):	
Family pets (Type & Name):	
What are your child's interests?	
What activities does your child like to do?	
What are your child's favorite snack foods?	
What are your child's dislikes (food, activities & etc.)?	
Is there anything else you would like us to know about your child?	





