Roper Core
Before & After School Program
Through Willard Community Center

Open 6:30 AM - 6:00 PM Monday-Friday

RATES

Before School Only
$236/month base fee
$218/month reduced fee

After School Only
$331/month base fee
$299/month reduced fee

Before & After School
$411/month base
$372/month reduced fee

*Please specify on your form if your child qualifies for reduced lunches.

*August is only 1/2 the standard monthly fee.

Registration Fee
$47 per child, to be paid before care may begin.

State subsidy accepted for qualifying families. Willard must receive primary authorization for Willard's Roper programming.
Roper (ID 22293820)
and a secondary authorization for Willard Community Center before your child may begin.
Willard (ID 33669472)

Lauren Bowman is the Core Program Site Supervisor. Please feel free to speak with her about any questions you may have regarding the Core Program.
roper@willardcommunitycenter.org
Roper Phone: 402-540-7515

Please feel free to contact the School-Age Director, Caitlin Sharkey, with any child care billing questions at:
Willard Community Center
1245 Folsom
Lincoln, NE 68522
Phone: 402-475-0805
Fax: 402-438-0574
Email: caitlins@willardcommunitycenter.org
www.willardcommunitycenter.org

Before School Care
This program runs from 6:30 AM to the beginning of the school day, and includes homework help, free choice, and game time.

After School Care
This program runs from dismissal to 6:00 pm, and includes free choice, a daily snack, an enrichment activity, homework time, and games.

Before and After School Care
This program is for families that need both before and after-school care; it runs from 6:30 AM to the beginning of the school day and runs from dismissal to 6:00 pm. This program includes free choice, a daily snack, an enrichment activity, homework time, and games.

Fall, Winter & Spring Break Sign-Up
Willard Community Center does not offer care to students on any of the non-school days except for Fall, Winter, and Spring Breaks.

Parents may enroll their children in programming held at Willard Community Center (1245 S. Folsom) for LPS's seasonal breaks (fall, winter, and spring) for an additional fee.

Children MUST be signed up to be able to attend.
Space is limited!
Children will be placed on the roster for the seasonal breaks based on the order of sign-ups received. You will receive a confirmation with further instructions if your child is placed on the roster. Otherwise, you will be placed on the waitlist for the seasonal breaks, and if there are any openings, you will be contacted ahead of time.

Seasonal Break Fees
There is an additional fee for any care utilized outside of regular programming. If you no longer need care, you must let an administrator know. If you fail to communicate with Willard administration that your child will no longer need care during a seasonal break, you will be charged the fee. For Fall Break, which is only two days, you will be charged the $42 daily rate for each day your child attends. For the entire Winter Break, if your child attends three or more days, the fee is $201. If your child attends 1-2 days, you will be charged the daily fee. For Spring Break, the fee is $201, regardless of the number of days attended.

Snacks/Lunch
Two snacks will be provided throughout the day. Students will need to bring a sack lunch. Please make sure your child's lunch has an ice pack or thermos included; refrigerator space is limited. Planned educational & age-appropriate activities will be implemented.

Roper Core Before & After School Program

Through Willard Community Center

2025-2026 School Year Enrollment Form

Registration: ☐ I have included the $47 registration with the paperwork ☐ Fee will be paid by _____*(child cannot start until this fee is paid)*

- **Before School Only:** ☐ Base Fee $236 per month ☐ Reduced fee $218 per month (must qualify for reduced lunches through LPS)
- **After School Only:** ☐ Base Fee $331 per month ☐ Reduced fee $299 per month (must qualify for reduced lunches through LPS)
- **Before & After School:** ☐ Base Fee $411 per month ☐ Reduced fee $372 per month(must qualify for reduced lunches through LPS)

☐ **I receive child care subsidy**:
I understand I am responsible for the registration fee, and Willard must receive primary authorization for the Roper Before and After school programs Roper (ID: 22293820)and a secondary authorization for Willard Community Center (ID: 33669472) before your child may begin.

STUDENT INFORMATION:

Student's Name: _____

Name your child goes by: _____ **Gender:** _____ **Age:** _____ **Date of Birth:** _____

Child's Home/Billing Address: _____ **Zip code:** _____

When did your child first enroll in a Willard program? _____ **Grade child is entering:** _____

How did you hear about Willard? ☐**School** ☐**Friend /Family** ☐**Advertisement** ☐ **Other:** _____

Ethnicity:
- ☐ Hispanic/Latino
- ☐ Non-Hispanic/Latino

Race:
- ☐ American Indian/Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Native Hawaiian or other Pacific islander
- ☐ Caucastion/White
- ☐ Middle Eastern or North African
- ☐ Other

STATISTICAL INFO:

My household falls below the 80% median income.
☐ Yes ☐No

My child is an English Language Learner.
☐ Yes ☐ No

Native language, if yes:_____

My child receives SPED services during the school year.
☐ Yes ☐ No

Lincoln, Nebraska Area Median Income	
Source: lincoln.ne.gov	
Size of Household	**80% Median Income**
1	$60,200
2	$68,800
3	$77,400
4	$86,000
5	$92,900
6	$99,800
7	$106,650
8	$113,550

GUARDIAN INFORMATION:

PARENTAL STATUS: ☐Married/long term partner ☐Single ☐Divorced/Separated ☐Widowed ☐Other:_____

CUSTODIAL & LEGAL GUARDIAN: ☐ Mother ☐ Father ☐Both ☐Other: _____

Mother/Guardian: _____ Cell Phone: _____

Home Address: _____ Zip:_____ Employer: _____

Employer Address: _____Work Phone: _____

Email Address:_____ May we email you? ☐ Yes ☐ No

Father/Guardian: _____ Cell Phone: _____

Home Address: _____ Zip:_____ Employer: _____

Employer Address: _____Work Phone: _____

Email Address:_____ May we email you? ☐ Yes ☐ No

AUTHORIZED PERSONS TO PICK UP CHILD:

(A form of picture identification will need to be presented to the staff upon pick up, matching the information you have provided.)

Name: _____ Phone: _____ Relation to child: _____

Name: _____ Phone: _____ Relation to child: _____

Name: _____ Phone: _____ Relation to child: _____

Name: _____ Phone: _____ Relation to child: _____

EMERGENCY CONTACT INFORMATION:

If neither parent/guardian can be reached in an EMERGENCY, please call: (At least one emergency contact is REQUIRED.)

Name: _____ Phone: _____ Relation to child: _____

Name: _____ Phone: _____ Relation to child: _____

Child's Name: _____ **Child's Grade:** _____

HEALTH INFORMATION:

Does your child have any health or medical issues/allergies or other concerns that we need to be aware of?

_____

Will your child require any medication during Willard hours?_____

Parent/Guardian Medication Administration Permission:

According to Nebraska State Licensing Standards, prescription, and over-the-counter medications can be given at the Center when brought in the original container and clearly labeled with the child's name, name of the medication, and the directions for administering the dosage. I understand that Willard Administration has the responsibility to assess staff's ability to safely give or apply medication.

I, _____, have determined that Willard Community Center staff is competent to give or apply medications and first aid products to my child, _____.

Medications: ☐ Yes ☐ No First Aid: ☐ Yes ☐ No

REQUIRED PERMISSIONS:

By signing this, 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 Center staff permission to use any photographs, live streaming, writings, artwork, etc., for use on the Willard Community Center's social media platforms, promotional materials, presentation/documentary purposes, etc.

Yes No I consent to my child's transportation by any means of transportation deemed appropriate for Willard Community Center programming participation. Booster seats will be provided as required by licensing regulations.

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 now granted for another physician to give emergency care if the child's physician can not be reached.
Dotcor/Health Service Name: _____ Phone Number:_____

Yes No I understand that if necessary, Willard staff will transport my child to the nearest emergency facility.
If NO, I want my child transported to: _____

Yes No I give permission for the Willard Community Center staff to help my child apply program-provided sunscreen with a 30 SPF or higher to my child as needed. If NO, I have provided the following type/brand for Willard staff to 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 child. As a parent/guardian, I will be primarily responsible for an injury where bills are incurred.

Yes No I have received and read a Parent Handbook and Parent Information Brochure (can be found on our website www.willardcommunitycenter.org if needed).

Yes No I have read and understand Willard's new policy regarding Violent Child Behavior.

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 or by Venmo if I do not pick up my child by closing time (6:00 pm).

Parent/Guardian Signature _____ Date: _____

Roper Core Before & After School Program

2025-2026 School Year Parent Payment Contract

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

This contract is made between the parent(s)/guardian(s):

_____
Name of parent(s)/Guardian(s) who will be responsible for paying any child care fees associated with the summer program

The contract is for the care of the following children (only one per family 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 monthly fee by the first of each month or set up alternate payment dates with the School Age Director. 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.

☐ I understand my responsibility is to pay the non-refundable registration fee of $47 before my child can begin the program.

☐ I understand that non-school sign-up is for seasonal breaks such as Fall, Winter, and Spring break only, and sign-up is required to reserve a spot on the roster. Spots are limited, and reservations are based on the order the sign-up is received. I understand that for Fall Break, I will be charged the daily rate of $42. For the entire Winter Break, I will be charged the weekly rate of $201 if my child attends three days or more. If my child attends, two days or less, I will be charged the daily rate, per day attended. For Spring Break, I will be charged the weekly rate, regardless of the number of days attended.

Please indicate below the breaks your family will need care.

- ☐ **Fall Break: October 13-14 ($42 per day)**
- ☐ **Winter Break #1: December 22-23 (CLOSED Dec. 24-26)**
- ☐ **Winter Break #2: December 29-31 (CLOSED Jan. 1-2)**
- ☐ **Spring Break: March 9-13 ($201 weekly fee)**

1-2 days = $42 per day / 3-5 days = $201 weekly fee - Fees represent entire Winter Break.

Based on the order of sign-ups received, children will be placed on the roster for seasonal breaks. You will receive a confirmation with further instructions if your child is placed on the roster. Otherwise, you will be placed on a waitlist for seasonal breaks, and if there are any openings, you will be contacted.

☐ I receive a **state subsidy** and understand that Willard must receive my child's authorizations before my child can begin. Primary authorization must be listed with the Roper CLC, and a secondary authorization must be listed with Willard Community Center.
Roper's Provider number: 22293820
Willard's Provider number: 33669472

☐ I understand that I am responsible for paying the non-refundable registration of $47 before my child can begin. Willard Community Center and the State of Nebraska do not have this contracted; therefore, each family's responsibility is to pay this fee.

Making payments:
All payments can be made on-site via check, cash, or money order (change will not be available for any cash payments). Card payments can be made through Brightwheel or by going to our website, www.willardcommunitycenter.org, and using the secure PayPal checkout. We also accept Venmo payments by searching @willardcommunity-center.

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 provided 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.

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, which should detail 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 and total 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.
The Board of Directors authorizes the Executive Director to refuse services to any child due to delinquency of the account that does not comply with this policy. It is the family's responsibility to request any deviation from the formal payment policy of Willard.

Late Pick-Up Fees:

If a parent is late picking up the child, every effort must be made to contact the provider. Late fees must be paid in cash or by Venmo to the staff that day. Willard Community Center staff may only allow care once payment is received. Care may also be denied to the family if the child(ren) is picked up late consistently. Our license ends at 6:00 PM; staying late with a child would violate our license agreement with the State of Nebraska.

There is an initial fee of $50. Additionally, you will be charged $5 per minute that you are late picking up your child. Payments must be paid in cash or by Venmo by the following day, or your child may not return. Pick-up time is based on the initial point of contact with a staff member.

At 6:30 PM, the Lincoln Police Department will be notified, if no contact has been made.

Discipline Policy:

Using the check system will help with the consistency and documentation of behaviors. While we will try to work with each family and child, we are only sometimes the best fit. Our staff is college students, and while they receive annual training, we are not teachers with the same resources. We cannot be one-on-one with children because of the number of children we serve. Our goal is to guide children into becoming happy, responsible, cooperative participants in this program through positive, non-threatening techniques. We strive to increase respect for themselves by guiding them to become responsible for their actions and to help them grow in their respect for the rights and feelings of other people. Our main objective is to promote the safety and welfare of all children in our program.

What is a Movement: A movement is an alternate seat still within the group boundaries, still participating in group activities.

What is a Buddy Room: A buddy room is a movement with another staff or group in another room. They remain with this alternate group until they can process with the staff.

What is a Check: A check is a way to be consistent with behaviors and document the kids' actions in our program. If a check is given to a child who attends only the morning sessions during a morning session, parents will be notified once the children begin school via a phone call.

Checks will be given for the following:

- Two movements in one day = 1 check
- A trip to a buddy room = 1 check
- Physical aggression = automatic 3 checks
- Being hurtful
- Being disrespectful: talking back, inappropriate actions, name-calling, stealing, destruction of property, not following directions/not listening to staff, swearing, etc.
- Leaving the room/school grounds/building
- Lying
- Refusal to go to a movement

Receiving 3 Checks in One Day: This will result in a parent phone call to pick the child up and denial of care the next session/day of your child's regular attendance.

Receiving 3 Days of 3 Checks: This will result in the child being denied care until a conference is held involving the parent, Site Supervisor, and School-Age Director to set up a behavior plan. If, after a conference is held and a behavior plan set, should the child have another day of 3 checks, he/she will be removed from care permanently.

Violent Behavior & Police Involvement Policy (Summary):

Purpose: To ensure the safety of all children, staff, and property by outlining clear steps for handling violent behavior.

Who It Applies To: All students enrolled at Willard Community Center.

Immediate Safety Actions: If a child acts violently – threatening harm to themselves, others, or damaging property – staff will take quick action, which may include evacuating the area.

Parent/Guardian Contact & Pick-Up:

- Parents will be called right away if their child's behavior leads to evacuation, destruction of property, or serious safety risks.
- The child must be picked up promptly.
- If the authorized escort doesn't respond or arrive in the stated timeframe, police may be contacted.
- Parents will be notified before law enforcement is involved.

When Police May Be Called:

- If there's an immediate danger to the child or others
- If de-escalation fails
- If property damage creates a hazard
- If the child isn't picked up during the stated time and behavior continues

All incidents involving police will be documented, and parents informed.

Follow-Up:

- A meeting with parents/guardians may be required before the child returns.
- Repeated or severe incidents may result in immediate expulsion.
- Expelled children must wait at least one year and provide documentation from two professionals to be considered for re-entry.

Reporting & Training:

- All incidents are reported to Willard's Board and DHHS.
- Staff receive training in crisis response and de-escalation.
- Any changes to this policy must be board-approved.

Signatures:

The signature(s) below indicate agreement with this contract and the written policy in the Center's Parent Handbook. The parent(s) agree to pay for the child's fees on time and agree to the terms and payment of late fees. The provider may change policies as needed with the advance of written notice.

Parent signature & date: _____ _____

Parent signature & date: _____ _____

Willard Staff signature & date: _____ _____

Please let the Willard Administration know if you would like a copy of your signed contract, and one will be mailed to you.