WILLARD COMMUNITY CENTER
~PRESCHOOL~
2023 SUMMER PROGRAM REGISTRATION FORM

Full-Time Weekly Rate $202

Summer Themes

1. **May 31-June 2:* Summer Fun
2. *June 5-9:* *Let's Go Garden*
3. *June 12-16:* Heroes
4. **June 19-23:* *Animals Around the World*
5. June 26-June 30: At Sea
6. **July 3-7:* Stars and Stripes
7. July 10-14: Down by the Campfire
8. July 17-21: Bubbles
9. July 24-28: Storybook
10. July 31-August 4: Dinosaurs
11. **August 7-9:* Summer Party

*INDICATES WHEN FULL WEEKS OF CARE ARE NOT OFFERED.

Please return all required paperwork no later than April 28, 2023, to reserve your child's spot!

Why Choose Willard?

- Water days
- One field trip per week
- Experienced staff
- Age-appropriate planned activities for each weekly theme
- State child care subsidy accepted
- Tuition assistance is available for qualifying families

(Return the bottom portion with the completed enrollment form.)
We will be staffing according to weekly attendance. Prior knowledge of when your child will attend is crucial!
Please (**X**) each week your child will attend.

___ #1 May 31-June 2*
___ #2 June 5-9
___ #3 June 12-16
___ #4 June 19-23*
___ #5 June 26-June 30
___ #6 July 3-7*
___ #7 July 10-14
___ #8 July 17-21
___ #9 July 24-28
___ #10 July 31-August 4
___ #11 August 7-9*

Participant's Name:

_____

School/program attending in fall:

_____

***Indicates when full weeks of care are not offered.**

Registration Fee:

- Non-refundable $100 registration fee per child, regardless of how many weeks signed up. The total fee amount must be paid before summer sessions begin. Care will not be allowed until payment is received.
- **State childcare subsidy does not pay the registration fee**; each family is responsible for the total amount.

Payment Information:

- A weekly fee of $202 per child per week, regardless of the number of days attended per week.
- If your child does not attend an entire week, there will be no charge.
- Accepted forms of payment include cash, check, money order, Venmo, PayPal, and payments made through Brightwheel.
- Charges will be reflected on your child's account after each week.
- 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.

Enrollment Forms:

Your child will not be enrolled until you:

- Complete a NEW enrollment form and the bottom portion of this form (the registration form).
- Any information is missing from the forms, or if not, all the documents are turned in.
- The field trip permission form is not signed or turned in.

Summer Hours:

- Preschool: 6:30 AM - 5:30 PM
- Our first day of care will be Wednesday, May 31, and our last day of care will be Wednesday, August 9.

  Willard will have building set-up and staff training days on May 26 & May 30th.
- We will be closed on the following days: May 26, May 29th, May 30, June 19, July 4, August 10, and August 11.

  Willard will have program set-up and fall open houses on August 11 and 12.

I understand that care starts on Wednesday, May 31.	**Y**	**N**
I understand Willard will be closed on May 26, 29, 30, June 19, July 4, August 10 & 11.	**Y**	**N**
I understand that I must bring my child's lunch daily.	**Y**	**N**
I understand that my child's 2022-2023 school year account needs to be in good standing or have a payment plan before being considered for summer enrollment.	**Y**	**N**

_____ _____

Signature of Parent/Guardian **Date**

Willard Community Center

Summer 2023 Field Trip Permission Slip

Because this activity 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 potentially involve risks and responsibilities for you and your child that are beyond the scope of those normally associated with traditional program functions under our supervision. These may include, for example, personal injury or damage to personal property. We encourage you to inquire in advance concerning 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 8 and under to follow car seat regulations. All students who fall within the 8 and under category will be required to be in a booster seat; otherwise, we will not be able to 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 that I understand the rules and regulations expected.

PARENT'S CONSENT:

Name of Parent/Guardian:

_____

Child's Name:

_____

Parent/Guardian Signature:

_____

Date signed: _____

EMERGENCY INFORMATION:

In case of emergency, please contact the following:
(please list parents if that is who should be contacted first)

Emergency contact #1: _____

Phone number: _____

Relationship to child: _____

Emergency contact #2: _____

Phone number: _____

Relationship to child: _____

Please initial below to indicate that you are allowing 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 in the kiddy pool area. Per City Pools, children are not allowed to bring floaty devices.)
*** Preschool & Pre-k age children will NOT go swimming but will participate in water days and go to Trago Spraypark. ***

_____ Parent/Gaurdian Initial

Summer 2023 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:

At this point, Willard's Administration is planning field trips and swimming outings as normal. Please understand that these are not set in stone. If Willard Board of Directors, Administration, or the Health Department feels safety for the children or adults is in danger due to the pandemic, we will stop all field trips and swimming until further notice. Your registration fee is non-refundable regardless if 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.

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).

SWIMMING HYGIENE:

Children will be required to come with a clean towel and suit 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.

POSSIBLE FIELD TRIPS FOR 2022:

Oak Lake, Trago Spray Park, Joyo Theater, Parkway Lanes/Hollywood Bowl, Marcus Theaters, Willard/Shroeder Park/Lakeview Elementary School playground, Lost in Fun, Morrill Hall, Lincoln City Parks, Lincoln City Libraries, Lincoln City Pools, Star City Shores, State Capitol, Memorial Stadium, Saltdogs Stadium, Lincoln Children's Zoo, Lincoln Children's Museum, Wildlife Safari Park, Westminster Church (for the library), Prehistoric Putt, Strategic Air & Space Museum, Lincoln Airport, Platte river State Park, Schramm Education Center, Laser Quest, Lincoln Journal Star, TheBay, Sheldon Museum of Art, Lied Center of Performing Arts, National Museum of Roller Skating, International Quilt Museum, Lincoln Community Playhouse, Lincoln Public Schools, Lincoln Fire Stations.

Summer Program

Preschool & Pre-K 2023 Summer Enrollment

*Summer Age Group: ☐ Preschool $ 202 Per Week (1245 S. Folsom) ☐ Pre-K $ 202 Per Week (1030 W Q Street)
*Registration Fee: ☐ I have included the registration fee with paperwork ($100.00 per Child) ☐ Registration fee will be paid by _____
*Weekly Fees: ☐ I will pay the weekly fee at the beginning of each week ☐ Other:_____
☐ My child qualifies for state subsidy, but I understand it is my responsibility to pay the registration fee.
☐ I understand I must call DHHS and update the provider ID according to the Willard site my child is attending for an effective date of May 31st,2023
Provider Numbers: 1245 S. Folsom (Preschool) ID: 33669472 **OR** 1030 W. 'Q' street(Pre-K) ID: 80822018

STUDENT INFORMATION:

Student's Name_____

Name your child goes by: _____ ☐ Male ☐Female Age_____ Date of Birth _____

Child's Home/Billing Address _____ Zip code _____

When did your child first enroll in a Willard program? _____ Grade/program just completed _____

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

ETHNICITY:

☐ African American
☐ Asian
☐ Caucasian (White)
☐ Hispanic/Latino
☐ Middle Eastern
☐ Native American
☐ Other: _____

STATISTICAL INFO:

My child qualifies for free/reduced lunch
☐ 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

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:_____

Father/Guardian: _____ Cell Phone: _____

Home Address: _____ Zip_____ Employer: _____

Employer Address: _____Work Phone: _____

Email Address:_____

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: _____

PLEASE CONTINUE TO PAGE 2 →

Child's Name: _____ Child's Age: _____

HEALTH INFORMATION:

Does your child have any health 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

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?

_____

_____

_____

_____

_____

PLEASE CONTINUE TO PAGE 3

Child's Name: _____ Child's Age: _____

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 staff permission to use any photographs, 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 deemed appropriate for Willard Community Center programming participation. Car/booster seats will be provided as required by licensing regulations.

Yes No I understand that my child must be on-site at Willard Community Center when vans leave for field trips and swimming. 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:_____

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 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 (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 at 5:30 PM.

Yes No I Understand kids will be using Schroder Park or Lakeview Elementary Park on a daily basis, which is not on Willard Community Center's property. I permit my child to walk to the nearby park for a field trip.

- If your child attends preschool/pre-k at 1030 W. 'Q' street, they will be going to the Lakeview Playground.
- If your child attends preschool/pre-k at 1245 S. Folsom street, they will be going to Schroeder Park.

Yes No I authorize Willard Community Center to share my contact information with other families enrolled in the preschool/pre-k programs in a directory to connect outside of programming.

☐ Email ☐ Phone Number

Parent/Guardian Signature _____ Date: _____

PLEASE CONTINUE TO Parent Payment Contract →

Summer Program

2023 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.

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

Name of Parent(s)/Guardian(s) who will be responsible for paying any childcare 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 weekly fee of $202.00 per week per child.

☐ I understand that I am responsible for paying the non-refundable registration fee of $100.00 per child before summer begins.

☐ I receive a **state subsidy** and will have my authorization with DHHS switched to the summer program by Wednesday, May 31. Provider Numbers: 1245 S. Folsom (Preschool) ID: 33669472 / 1030 W. 'Q' street(Pre-K) ID: 80822018

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. During the summer, the account will be charged one week in the rears after their attendance has been tracked for the previous week.

☐ 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.

PLEASE CONTINUE TO PAGE 2 Payment Contract →

☐ My household falls below the 80% median income (See Chart), and I am interested in applying for full/partial Lincoln Littles tuition assistance.

*You must provide a DHHS determination letter for Title 20 and the last three months paystub's of each contributing household member.

Lincoln, Nebraska Area Median Income

Size of Household	80% median income	
Source: U.S. Department of Urban Development		
	Annual	Monthly
1	$46,000	$3833
2	$52,600	$4383
3	$59,150	$4929
4	$65,700	$5475
5	$71,000	$5916
6	$76,250	$6354
7	$81,500	$6791
8	$86,750	$7229

Child Care Termination:

The Board of Directors authorizes the Executive Director to refuse services to any child due to delinquency of the account that is not in compliance with this policy. It is the family's responsibility to request any deviation from the formal payment policy of Willard.
Payment is due to the provider in advance of care. Payment amounts may change at the beginning of the year, and any changes will be given to the parents in writing no less than 30 days before they will go into effect.

Late Fees:

If a parent needs to arrive later to pick up the child, every effort must be made to contact the provider. Late fees must be paid in cash to the staff that day. Care will be only allowed once payment is received. The late pick-up fee schedule is listed below.

(Late fees are per child)
5:30-5:35 $5.00
Between 5:35 to 5:45 $10.00
Between 5:45 to 6:00 $15.00
Between 6:00 to 6:15 $20.00
Between 6:15-6:30 $25.00
At 6:30 PM, the Lincoln Policy will be notified.

Signatures:

The signatures below indicate agreement with this contract and the written policy in the Center's Parent Handbook. The parents agree to pay for their 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 written notice. (Only one parent/guardian signature is required).

Parent signature & date: _____ _____

Parent signature & date: _____ _____

Willard Staff signature & date: _____ _____

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

PLEASE CONTINUE TO Parent Payment Contract