

WILLARD COMMUNITY CENTER ~SCHOOL-AGE~ 2026 SUMMER PROGRAM REGISTRATION FORM



WEEKLY THEMES

- WELCOME TO SUMMER (MAY 27-29)
- FORCES OF NATURE (JUNE 1-5)
- MYTHS, LEGENDS, + FAIRYTALES (JUNE 8-12)
- ANIMALS AROUND THE WORLD (JUNE 15-18)
- ONE WORLD, MANY STORIES (JUNE 22-26)
- STARS + STRIPES (JUNE 29-JULY 2)
- MARINE LIFE (JULY 6-10)
- SUPERHEROES (JULY 13-17)
- INVENTORS + EXPLORERS (JULY 20-24)
- JURASSIC JOURNEY (JULY 27-31)
- HEALTHY HABITS (AUGUST 3-5)

WHY CHOOSE WILLARD?

- SWIMMING TWICE PER WEEK!
- ONE FIELD TRIP PER WEEK!
- ENTHUSIASTIC STAFF!
- FUN ATMOSPHERE!
- EXCITING PRESENTATIONS!
- AGE-APPROPRIATE PLANNED ACTIVITIES FOR EACH WEEKLY THEME!
- STATE CHILDCARE SUBSIDY ACCEPTED!
- LIMITED TUITION ASSISTANCE IS AVAILABLE FOR QUALIFYING FAMILIES!

Return all required paperwork no later than April 30th, 2026, to reserve your child's spot!

TURN IN THE BOTTOM PORTION WITH THE COMPLETED ENROLLMENT FORM.

- School-age children must attend for a minimum of five weeks. If you have signed up for less than five weeks or your child attends less than five weeks, you will still be charged a minimum of five weeks. Children attending more than five weeks are charged for each week attended.
- Tuition is charged on Brightwheel one week in the rear as that is when billing is completed when referencing the previous week's attendance.
- We will be staffing according to the weekly sign-up. Completing this sign-up is required! If you have signed up for a week and a parent/guardian does not notify Willard that care is no longer needed before the beginning of that week, and the child is a no-call/no-show, your account will still be charged.

✓ Next to each week your child will attend.

- ___ #1 May 27-29*
- ___ #2 June 1-5
- ___ #3 June 8-12
- ___ #4 June 15-18*
- ___ #5 June 22-26
- ___ #6 June 29-July 2*
- ___ #7 July 6-10
- ___ #8 July 13-17
- ___ #9 July 20-24
- ___ #10 July 27-31
- ___ #11 August 3-5*

Participant's Name:

School/Program Attending in the Fall:

*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 serve. 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 \$195 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.
- **State childcare subsidies (Title XX) and Willard scholarships do not pay the registration fee:** each family is responsible for the total amount. The registration fee pays for your child's field trips, swimming, transportation fees, materials, and 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 \$213 per child, regardless of the number of days attended.
- Children must attend for a minimum of five weeks. If you have signed up for less than five weeks or your child attends less than five weeks, you will still be charged a minimum of five weeks. Children attending more than five weeks are charged for each week attended.
- If you have met the five-week minimum, and your child does not attend for a full week period, your account will not be charged.
- 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 administration.

Summer Hours:

- Willard will be closed on May 22, 25, and 26 for classroom setup and training.
- Our first day of care will be Wednesday, May 27, and our last day of summer care is Wednesday, August 5.
- School-Age hours: 6:30 AM - 6:00 PM
- Willard will be closed on the following days: **May 22, May 25, May 26, June 19, July 3, Aug. 6, Aug. 7, Aug. 10, Aug. 11, and Aug. 12.** Willard will set up fall programming and open houses on Aug. 6, 7, 10, 11, and 12.

I understand that care starts on Wednesday, May 27 and ends on Wednesday, August 5.	Y	N
I understand Willard will be closed on May 22, May 25, May 26, June 19, July 3, Aug. 6, Aug. 7, Aug. 10, Aug. 11, and Aug. 12.	Y	N
I understand that I must bring my child's lunch daily.	Y	N
I understand that my child's Brightwheel account needs to be in good standing, and all past-due tuition charges must be paid before my child can attend.	Y	N
I understand that my child must attend at least five weeks, and if my child attends less than five weeks, my account will be charged the equivalent of 5 weeks.	Y	N
I understand that I need to let 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.	Y	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.	Y	N

Signature of Parent/Guardian

Date

Summer 2026 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. 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 2026:

Mahoney Playground, Antelope Park, Nebraska History Museum, Memorial Stadium, Schramm Education Center, and more to be determined!

Willard Community Center

Summer 2026 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'S CONSENT:

Name of Parent/Guardian:

Child's Name:

Child's Last Grade Completed: _____

Parent/Guardian Signature:

 _____

Date : _____

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: _____


Emergency contact #3: _____

Phone number: _____

Relationship to child: _____

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 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. ***

 _____ Parent/Guardian Initial





Summer Program

School-Age 2026 Summer Enrollment Form

School Age Group: School-age (already completed at least Kindergarten) \$213 per week

Registration Fee: I have included the registration fee with the paperwork: \$195 per child Registration fee will be paid by _____ (The child cannot start until this fee is paid.)

Weekly Fees: I will pay the weekly fee at the beginning of each week. Other: _____

I receive child care subsidy: I understand I am responsible for paying the registration fee, and Willard must receive my child's subsidy authorization before starting.

I understand I must contact DHHS to add Title 20 authorization for Willard's summer program as a secondary authorization. Provider ID #: 33669472

STUDENT INFORMATION:

Student's Name: _____

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

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

When did you child first enroll in a Willard program? _____ **Grade/program just completed:** _____

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: _____

Father/Guardian: _____ **Cell Phone:** _____

Home Address: _____ **Zip** _____ **Employer:** _____

Employer Address: _____ **Work Phone:** _____

Email Address: _____

AUTHORIZED PERSONS TO PICK UP CHILD DIFFERENT THAN PARENT/GUARDIAN

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

*A MINIMUM OF ONE AUTHORIZED PICK-UP PERSON IS REQUIRED

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:** _____

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, _____.

Please circle: 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, writings, artwork, etc., 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 I understand 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 now 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 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 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 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 6:00 PM for school-age children. (See the Late Pick-up Policy in the Parent Contract for fees.)

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.)

 Parent/Guardian Signature: _____ Date: _____





Summer Program

2026 Parent Payment Contract

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.

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 childcare fees associated with the summer program

The contract is for the care of the following children:

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 \$213 per week per child.
- I understand that I am responsible for paying the non-refundable registration fee of \$195 per child before summer begins.
- I understand that my child must attend at least five weeks, and if my child attends less than five weeks, my account will be charged the equivalent of five weeks.
- I receive a state subsidy and will have a secondary authorization from DHHS approved for my child to attend the 1245 S. Folsom St. location. The secondary authorization must be approved by the first day of summer programming, or Willard may terminate your childcare services.
Provider ID #: 33669472

Child Care Termination:

The Board of Directors authorizes the Executive Director to refuse services to any child due to the delinquency of the account, unresolved behavior, and late pick-up that does not comply with the program center policies.

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 School-Age Director know if you would like a copy of your signed contract, and one will be mailed to you.



Summer Scholarship for School Age Program

- My household falls below the 80% median income. (See Chart) I am interested in applying for a summer scholarship.
 - Summer scholarship funding is limited. An application is required.
 - You must also provide a DHHS determination letter for Title 20 and the last three months paystub's of each contributing household member.

- I understand the scholarship is based on household income and may not cover 100% of the weekly summer tuition.
- I understand that I must apply for Title 20, providing the determination letter and proof of income to Willard Community Center.
- I understand that an application must be submitted along with the above requirements before the Willard Board of Directors will consider any tuition assistance requests.
- I understand that submitting an application and providing the required documentation does not guarantee a scholarship.

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

 Parent signature & date: -----

