



Willard Community Center Early Childhood Program

Full-time & Part-time Preschool and Pre-k
2022-2023 School Year Enrollment Form

New Family Fee: ☐ I have included the registration fee with paperwork \$45 ☐ Fee will be paid by _____ (child cannot start until this fee is paid)
Full-Time Program (open 6:30 AM - 5:30 PM Monday-Friday): ☐ \$192 per week
Part-Time Program (9:00-11:30 Monday-Friday- not attending LPS program): ☐ \$267 per month
Part-Time Program (my child will also attend part-time school through LPS): ☐ \$267 per month Morning session ☐ \$232 per month Afternoon session
I receive child care subsidy: ☐ I understand I am responsible for the registration fee, and Willard must receive my child's subsidy authorization before starting.

STUDENT INFORMATION:

Student's Name _____

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

Child's Home Address _____ Zip code _____

When did your child first enroll in a Willard program? _____

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 household income is below 80% of the median income (See page 3)
☐ 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: _____ 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: _____

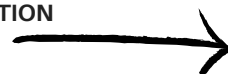
Name: _____ Phone: _____ Relation to child: _____

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: _____



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

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

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.)?

Park Field Trip

Since the kids will be using Schroder Park or Lakeview Elementary Park, we will need a parent/guardian signature permitting your child to leave Willard's premises 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.



Parent/Guardian Signature _____ Date: _____

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, 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. Car/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 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 (5:30 PM for the early childhood programs).
- 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: _____

- ☐
- My household falls below the 80% median income (See Chart), and I am interested in applying for full/partial Lincoln Littles tuition assistance. To apply, contact Willard community Center for a Lincoln Littles application. You must also provide a DHHS determination letter for Title 20 and the last three paystubs 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 |



Willard Community Center Early Childhood Programs

2022-2023 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 Program Director.

☐ I understand that it is my responsibility to pay the non-refundable family fee of \$45 per family before my child can begin the program.

☐ I receive **state subsidy** and understand that Willard must receive my child's authorization before my child can begin. I understand that it is my responsibility to pay the non-refundable family fee of \$45 per family 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.

Willard's Provider number: 33669472

Family fees must be paid by the 1st of the month. If you pay a separate provider your family fee, a letter from the other provider stating the family fee is paid to them is required.

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 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 Director's 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 INFORMATION



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.

Late 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 to the staff that day. Willard Community Center staff may deny care until payment is received. The late pick-up fee schedule is listed below.

preschool/PreK

5:30-5:35 \$5.00 per child

Between 5:36 to 5:51 \$10.00 per child

Between 5:52 to 6:07 \$15.00 per child

Between 6:08 to 6:23 \$20.00 per child

Between 6:24 to 6:39 \$25.00 per child

If the child remains in our care one hour after our licensing closing time authorities will be contacted.

Our license ends at 5:30 PM; staying late with a child would put us in violation of our license agreement with the State of Nebraska.

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 @willardcommunity-center.

Brightwheel:

Willard Community Center utilizes the child care 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 still accepted). If more than one child attends a Willard program, each child will have separate accounts.

Teacher Plan Days:

Willard Community Center will not have Preschool and Pre-k sessions on the following days for teacher planning.

Tuesday, October 18th, 2022

Monday, January 16th, 2023

Friday, April 28th, 2023

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