



## Jeannette Cathy Children's Center WAIT LIST REGISTRATION FORM

Thank you for your interest in Bright Horizons Family Solutions at the Jeannette Cathy Children's Center. Choosing a quality child care program is one of the most important decisions you will make. We take your decision seriously and are committed to living up to the important responsibility of caring for your child.

We encourage you to go to [www.brighthorizons.com/chickfila](http://www.brighthorizons.com/chickfila) to learn more about the center and our services.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Parent/Guardian Information:

Please fill out both sections completely.

#### Chick-fil-A Employee

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Phone: \_\_\_\_\_

#### Spouse

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Phone: \_\_\_\_\_

### Days and Hours Desired:

MON \_\_\_\_\_ TUE \_\_\_\_\_ WED \_\_\_\_\_ THU \_\_\_\_\_ FRI \_\_\_\_\_

Give your tentative date of enrollment? *\*please remember a firm date will need to be given, if you are returning to work after maternity leave.* \_\_\_\_\_

How did you hear about Bright Horizons? \_\_\_\_\_

*We strive to meet your needs; however we cannot guarantee start dates, classrooms, or teachers.*

*These are all based upon availability.*

*Enrollment is subject to priority enrollment rules of the Center.*

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date)

*Please scan and email form to the Executive Director & Enrollment Manager at*

[gregory.figueroa@brighthouse.com](mailto:gregory.figueroa@brighthouse.com)/ [miriam.knight@brighthouse.com](mailto:miriam.knight@brighthouse.com)

*Thank you for choosing Bright Horizons Family Solutions.*

*Please view the JCCC Waitlist FAQ's and Taxation document's below and initial to confirm receipt and understanding.*

☐ I have read and understand the attached JCCC Waitlist FAQ's. \_\_\_\_\_ (form must have initials for acceptance)  
(Initials)



## ***Enrollment and Wait List Frequently Asked Questions***

- **When can I tour the center?**
  - Please contact Linda Simpson at 404-684-8629 or [linda.simpson@accesscfa.com](mailto:linda.simpson@accesscfa.com) to schedule a tour during or after your final interview. This process is only for potential candidates.
  - Upon hire contact Miriam Knight at 404-761-2323 [Miriam.knight@brighthorizons.com](mailto:Miriam.knight@brighthorizons.com) to schedule a tour.
- **I have just been offered a position at Chick-fil-A. When can I submit a Pre-Enrollment Registration Form?**
  - A pre-enrollment registration form can be submitted after the center verifies your employment with Chick fil A. Employees are eligible to use the child care center on their first day of employment based on space availability in the center. If space is available, the Enrollment Manager will coordinate a start date for your child and schedule orientation. If space is not immediately available, the Enrollment Manager will place your child on the wait list for the next available space based on the information provided below.
- **How do I place my child in the wait list and is there a cost?**
  - Your child's name will be placed on the wait list based on the date we receive your completed pre-enrollment registration form. This form can be scanned (no pictures accepted) and emailed to the Enrollment Manager, Miriam Knight at [miriam.knight@brighthorizons.com](mailto:miriam.knight@brighthorizons.com). No fee required at this time.
- **I've been placed on the Wait List, what does that mean?**
  - Currently your requested start date is not available. Your child has been placed on the list of children waiting for space to become available.
- **How is my place on the wait list determined?**
  - **Your place on the wait list is based on the date the completed pre-enrollment registration form is returned to the center.** The wait list entails of a list for each age group: Infants, Toddlers, Early Preschool, Preschool and Kindergarten Prep. **The age groups are in chronological order by the date the pre-enrollment registration form was received.** As each child progresses by age and/or development, the enrollment manager will move the child's name to the appropriate list.
- **Is there a sibling priority rule in the wait pool?**
  - Yes, priority is given to employees with a child currently enrolled at the center.

- **Is it important to let the Jeannette Cathy Children's Center know when we need care to begin?**
  - Please complete the pre-enrollment registration form in its entirety, including the "Tentative Start Date" section. As previously stated, we may not be able to guarantee space on your desired start date. We always recommend exploring alternative care arrangements in the event space is not available when requested.
- **Can you tell me my status in the wait list?**
  - The Enrollment Manager will provide as much information as possible regarding your status in the wait list. Several factors influence the anticipated start date for each child. While we cannot provide an exact start date in advance, we will provide an anticipated time frame that we expect a space to become available. Please contact the center any time to check your status. Offers for a start date will be sent via email followed up by a phone call from the center to confirm you have received the email. Please contact the center with any questions regarding your child's start date. The enrollment manager can be reached at 404-761-2323 ext.145 and via email at [miriam.knight@brighthorizons.com](mailto:miriam.knight@brighthorizons.com).
- **When and how will you contact me to offer a space at the center?**
  - The center will notify you via email and phone 30 days prior to a space being available. **You will have twenty hours to consider and accept the offer.** If you decline the space at the time it is offered, you will remain on the wait list with a new requested enrollment date. If space is declined two times, your name will be removed from the wait pool.
  - If the space is accepted, you will receive an enrollment packet and a welcome meeting will be scheduled. Please obtain a copy of your child's physical and immunization records at this time. These forms will need to be submitted with the enrollment paperwork. The welcome meeting will provide an opportunity to visit the classroom and meet the teachers. Tuition is payroll deducted monthly and is effective when you begin using the center.
- **What are the tuition fees at the Jeannette Cathy Children's Center?**
  - Tuition is \$272 month for the core program
  - Tuition is \$125 per week for the school age program
- **What if a space becomes available before I am ready?**
  - You will be contacted via email and phone if a space becomes available before your preferred enrollment date. At that time, you will be given the option to begin on the earlier date. If you choose not to enroll early, you will be offered the next available opening, however, the dates are not guaranteed. **The option of paying tuition for one month prior to enrolling is available if you choose not to enroll on the earlier date provided.**
- **What other resources are available since the Center has an active wait pool?**
  - Please contact the Employee Assistance Program through ComPsych at 800-858-6715 for information on other childcare options for your family.
  - Encompass Program. This program offers several services one of which is back up care. Please go to the @Chick-fil-A website to reach the Encompass landing page.

On behalf of the teachers and staff at the Jeannette Cathy Children's Center, we thank you for your interest in enrolling in our facility. The Jeannette Cathy Children's Center is a Bright Horizons managed

## Taxation of the Jeannette Cathy Children's Center Benefit

Contact: Jodee Morgan (JCCC questions) [jodee.morgan@cfacorp.com](mailto:jodee.morgan@cfacorp.com) 404-213-0314

Contact: Bonnie Faller or Sharon Flowers (Payroll questions) [bonnie.faller@cfacorp.com](mailto:bonnie.faller@cfacorp.com)

(404) 765-8125 or [sharon.flowers@cfacorp.com](mailto:sharon.flowers@cfacorp.com) (404) 305-7589

The taxable benefit of the Jeannette Cathy Children's Center (JCCC) provided by Chick-fil-A will be reported on the annual Form W-2, Wage and Tax Statement, issued to affected staff in the subsequent year. This benefit may be taxable to employees under certain circumstances and is dependent on several factors. For certain individuals, this will result in the value of the taxable benefit being included in your monthly paycheck with withholding applied thereon.

### How does this potentially impact me?

- If your child or children are enrolled in the JCCC, Chick-fil-A, Inc. provides an annual taxable benefit of \$3,756 per child, which will be reflected on Box 10 of your Form W-2 (pro-rated if your child is enrolled mid-year). (The amount of this taxable benefit may vary from year-to-year.) This taxable benefit is considered gross income to you, but may be subject to a general \$5,000 exclusion of benefits received under a dependent care assistance program as discussed below.
- Subject to certain limitations, an employee can generally exclude from gross income up to \$5,000 (\$2,500 for individuals who are married and file separately) of benefits received under a dependent care assistance program each year. The amount you can exclude is limited to the smallest of:
  - (1) The total amount of dependent care benefits that you receive during the year (which includes the taxable benefit of JCCC)
  - (2) The total amount of qualified expenses you incurred during the year (which includes the taxable benefit of JCCC),
  - (3) Your earned income,
  - (4) Your spouse's earned income, or
  - (5) \$5,000 (\$2,500 if married filing separately).
- Staff whose compensation exceeds IRS thresholds will not qualify for the general exclusion and will be taxed on all dependent care assistance benefits, including the Chick-fil-A provided taxable benefit for the JCCC.
- Because the school age program was suspended in 2018, the taxable benefit provided by Chick-fil-A on this program will be evaluated next year prior to implementation in 2019.

### Recommended next steps-

Please contact your personal CPA/attorney to discuss your personal tax consequences.

Additional information is available in IRS Publication 503.

### How will this impact tuition?

The tuition strategy is being evaluated. Follow-up information on this will be shared with parents in the Spring.

