



Jeannette Cathy Children's Center  
**FULL-TIME CARE PRE-REGISTRATION FORM**

Thank you for your interest in Bright Horizons Family Solutions at the Jeannette Cathy Children's Center. Choosing a quality childcare 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 visit [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: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent/Guardian Information:**

**Please fill out both sections completely.**

**Employee**

Name: \_\_\_\_\_  
Relationship: Parent      Guardian  
Address: \_\_\_\_\_  
\_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Cell/Home Phone: \_\_\_\_\_  
Employer and Dept. \_\_\_\_\_  
Office Phone: \_\_\_\_\_

**Spouse**

Name: \_\_\_\_\_  
Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
Cell/Home Phone: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Office Phone: \_\_\_\_\_

Priority Status: Is a sibling currently enrolled?    Yes      No

Requested start date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

*Email this form to the Enrollment Manager at [jcccenrollment.chickfila@gmail.com](mailto:jcccenrollment.chickfila@gmail.com)*

*Please view the JCCC Waitlist FAQ'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)

*We strive to meet your needs, but cannot guarantee start dates, classrooms, or teachers.  
Please contact the Enrollment Manager at [jcccenrollment.chickfila@gmail.com](mailto:jcccenrollment.chickfila@gmail.com) if you have any questions.*

*Thank you for choosing Bright Horizons.*



## *Frequently Asked Questions*

- **How do I inquire about enrolling at the Jeannette Cathy Children's Center?**
  - Complete the [Jeannette Cathy Children's Center Enrollment Request form](#) on Service Gateway.
- **When can I tour the center?**
  - Center tours are currently unavailable at this time due to enhanced protocols for COVID-19.
  - A virtual tour option will be available beginning September 8, 2020.
- **What age groups will be served at the Jeannette Cathy Children's Center?**
  - Early Preschool (2 Years of Age)
  - Preschool (3 – 4 Years of Age)
  - Kindergarten Prep (Rising Kindergartener)
  - Children who are eligible for kindergarten are not eligible for enrollment
- **What are the operating hours for the Jeannette Cathy Children's Center?**
  - Center hours are Monday through Friday, 7:00 am to 6:30 pm with pick up no later than 6:15 pm.
  - Children remaining at the childcare center past 6:30 pm will incur a late fee of \$1.00 per minute until picked up from the childcare center. This fee is applied to your tuition billing account. Payment for any late fees incurred is due via personal check within twenty-four hours.
- **What are the tuition fees at the Jeannette Cathy Children's Center?**
  - Tuition fees are tiered by age and charged on a monthly basis via payroll deduct. Specific tuition amounts will be posted on the Center [website](#) when the reopening date is determined.
- **Is the childcare benefit taxable?**
  - The 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.
- **What is the group size and ratio of the classrooms?**
  - Part-time children will be served in a multi-age group setting.
  - The group size and ratio of the classroom will follow the recommended NAEYC guidelines for the youngest child present.

- **How do I place my child on 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. No fee required at this time.
- **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 is comprised 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 list?**
  - 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 "Requested Start Date" section. Your Requested Start date supports the planning for and enrollment of available space. Requested Start dates are not guaranteed dates. We always recommend exploring alternative care arrangements in the event space is not available when requested.
- **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. A response is required within 72 hours of receiving an offer.
    - Acceptance: You will begin the enrollment process.
    - First decline: You will remain on the wait list with a new requested start date.
    - Second decline: You will be removed from the wait list.
- **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.
  - Delayed enrollment due to withdrawal policies of external childcare providers may be a consideration for extending a families confirmed start date. Please speak with our Enrollment Manager for additional information.
- **Will there be an Orientation scheduled prior to my child's start date?**
  - Yes, we will reach out to you via email with a Welcome Letter with instructions.
- **What other resources are available for coordinating my care plan?**
  - [Employee Assistance Program](#) through ComPsych at 800-858-6715 for information on other childcare options for your family.
  - [Encompass Program](#). This program offers a variety of services to support families
  - [Chick-fil-A Marketplace](#): provided by Abenity; scroll to the "Shop From Home" category on the Home page for resources with the Learning Care Group.
  - [Bright Horizons Childcare Checklist](#)