

Welcome to the Jeannette Cathy Children's Center

**Online Enrollment
New and Existing Families**

Online Enrollment Steps

- **Create Your Family Information Center Account (FIC)**
- **Complete the My Information Section**
- **Online Enrollment Documents / My Forms**
 - New families receive an email 30 days before enrollment directing families to the Family Information
 - New families with less than 30 days will receive an email shortly after accepting their
- **To Do's, Reminders and Updates**
 - All updates will now be completed in your Family Information Center.



Family Information Center Creation

Navigate to the Family Information Center Login Page

FAMILY INFORMATION CENTER

Welcome to the Bright Horizons Family Information Center

Log in to the Bright Horizons Family Information Center to manage and view important information about your child(ren) and your family's account.

LOG IN

If you're enrolled, have inquired, or would like to inquire about enrolling in a Bright Horizons child care center, but don't yet have a Family Information Center account, sign up to get access.

SIGN UP

Not yet enrolled but looking for full time child care near your home or office?

Use the child care locator to quickly locate child care center, preschools and schools near you. [Find a Center!](#)

Looking for child care in the UK?

[Click here to search for a nursery near you.](#)

■ Click Sign Up

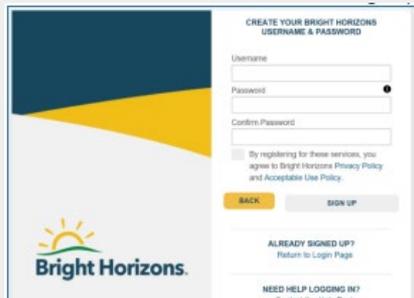
Please provide initial account creation information and click continue. If you are already enrolled or registered a message will appear indicating they already have an account.

■ Follow Prompts

You will be prompted to set a username and password. If they do not remember their username or password, they can use the 'Forgot your username?' or 'Forgot your password?' Links are on the page.

■ Your Account has been Created

Once an account has been created, your information will be matched in the system. If the information does not match in the system, you will be directed to the online inquiry flow.



CREATE YOUR BRIGHT HORIZONS USERNAME & PASSWORD

Username
Password
Confirm Password

By registering for these services, you agree to Bright Horizons Privacy Policy and Acceptable Use Policy.

BACK SIGN UP

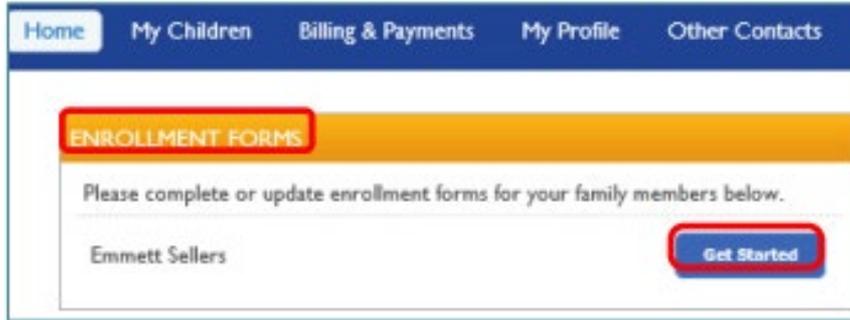
ALREADY SIGNED UP?
[Return to Login Page](#)

NEED HELP LOGGING IN?
[Contact the Help Desk](#)

CREATE YOUR BRIGHT HORIZONS USERNAME & PASSWORD

- A profile has previously been created for this user. Please sign-in with your existing credentials.

Online Enrollment Forms Access



Get Started from the Family Information Center

- Follow the link to the [Family Information Center](#) website and login. If you are an existing family you may already have an account. New families will create their account as previously shared.
- From the homepage click **Get Started** under **Enrollment Forms**
- This will bring you to the online enrollment forms screen

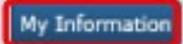
Online Enrollment – Verifying My Information

Get Started with Online Enrollment Forms

Step 1 Before filling out the forms please provide basic information about your child. The information you enter will be used to pre-populate your forms and will not be able to be changed in the form itself. Click 'My Information' to get started.

Step 2 Complete all required forms. If you do not have all the information to complete a form, select 'Save for Later' to come back and finish. You are finished when there are no forms remaining in the 'My Forms' section.

Step 3 Review [Bright Horizons Family Guide](#)



- Before filling out forms, families must provide and verify basic information about their child(ren). Information already entered in our system will populate as well. Families will fill out any missing information. This information will then prepopulate where appropriate to additional forms.
- We will collect information through a series of screens to include; child, doctor, dentist, guardians, authorized contacts, and emergency contacts. Please enter information, click save and NEXT.
- Once completed, families will click **Confirm Information**

OVERVIEW OF YOUR MY INFORMATION SECTION

The screenshot shows the top navigation bar with links: Home, My Children, Billing & Payments, My Profile, Other Contacts, Register, and Help. Below the navigation, there are two main sections. The left section is titled 'ENROLLMENT FORMS' and contains the text 'Please complete or update enrollment forms for your family members below.' It lists two children: 'Baby Smith' and 'Toddler Smith', each with a red-bordered 'Get Started' button. The right section is titled 'MY BALANCE' and shows a balance of '\$(904.00)' with a blue 'Activity Details' button. Below the balance, there is a note: 'Activity within the last 24 hours may not be reflected. Please contact your center / school for questions about your account.'

The screenshot shows the 'Family Information Center' header with a logo on the left and a navigation link 'Return to Family Information Center - Home | Logout' on the right.

The screenshot shows a form field for 'Child Name' with the value 'Baby Smith' and a blue 'Siblings +' dropdown button.

The screenshot shows the 'Get Started with Online Enrollment Forms' section. It includes a link to a video and three steps: Step 1: 'Before filling out the forms please provide basic information about your child. The information you enter will be used to pre-populate your forms and will not be able to be changed in the form itself. Click "My Information" to get started.' Step 2: 'Complete all required forms. If you do not have all the information to complete a form, select "Save for Later" to come back and finish. You are finished when there are no forms remaining in the "My Forms" section.' Step 3: 'Review [Bright Horizons Family Guide](#)'. A red-bordered 'My Information' button is highlighted.

The screenshot shows a 'Child Name: Baby Smith' field and a blue 'Back To Enrollment Forms' button.

The screenshot shows the instructions for the My Information section: 'Complete each section with the most recent information on your child and associated contacts. This information will be used to pre-populate forms. Spending a few minutes to ensure the information is accurate will save you time when filling out the forms as you will not be able to modify this information in the forms. When you are finished, select "Confirm Information" at the bottom of the page to return to the forms page. Any update of information after the forms have been completed might result in the form being assigned for your review and signature.'

- Families must complete the My Information Section of the Online Enrollment Forms in their Family Information Center.
- Information entered will be updated in your profile. This removes the need for multiple submissions!

FAMILY VIEW OF THE MY INFORMATION SECTION



Example Screen Shots of My Information

Child Name: Baby Smith [Back To Enrollment Forms](#)

Complete each section with the most recent information on your child and associated contacts. This information will be used to pre-populate forms. Spending a few minutes to ensure the information is accurate will save you time when filling out the forms as you will not be able to modify this information in the forms. When you are finished, select 'Confirm Information' at the bottom of the page to return to the forms page.
Any update of information after the forms have been completed might result in the form being assigned for your review and signature.

Child

General	Home Address
* First Name <input type="text" value="Baby"/>	Country <input type="text" value="United States"/>
Middle Initial <input type="text" value="A"/>	* Address Line 1 <input type="text" value="123 Maple Drive"/>
Preferred Name <input type="text"/>	Address Line 2 <input type="text"/>
* Last Name <input type="text" value="Smith"/>	Address Line 3 <input type="text"/>
Gender <input type="text" value="Male"/>	* City <input type="text" value="Springtown"/>
* Birth / Due Date <input type="text" value="11-04-2020"/>	* State <input type="text" value="Rhode Island"/>
Age <input type="text" value="10 mos"/>	* Zip Code <input type="text" value="07251"/>
	County <input type="text"/>
	UK Country <input type="text"/>

Photography & Video Permission

Bright Horizons takes care that any use, display, or dissemination of photographs or videos of children is accomplished in a thoughtful and safe manner. Bright Horizons regularly takes photographs and videos of children enrolled. They may be shared with you and other families in a variety of ways: on the Bright Horizons website, via email, through My Bright Days, on a posting in the center or in a parent newsletter. They may also be used to better communicate with families, to illustrate the daily curriculum, to chronicle a child's development, or to document center activities. Additionally, they may be used for other center general business, and marketing purposes, including online. Bright Horizons retains all rights, title, and interest in these materials and may use and disseminate them in a variety of ways, in its sole judgment.

* Please select an option below

I give permission for Bright Horizons to take photographs and videos of my child and use these materials as described above.

I give permission for Bright Horizons to take photos and videos of my child and to only use those pictures for curriculum purposes, documenting my child's progress (My Bright Days) and communication with me and other families.

Select 'Save & Next' to save your information and continue to next section. If you continue without saving then your changes will not be saved. [Save & Next](#)

Doctor

General Information	Clinic / Office
* Provider Name <input type="text" value="Dr. John Smith"/>	Clinic / Office Name <input type="text" value="Smith Pediatrics"/>
<input checked="" type="checkbox"/> Primary Doctor	Country <input type="text" value="United States"/>
Email Address <input type="text"/>	* Address Line 1 <input type="text" value="222 Apple Lane"/>
CONTACT NUMBERS + Add Another Number	Address Line 2 <input type="text"/>
* Primary Phone	Address Line 3 <input type="text"/>
Work <input type="text" value="919 222 6767"/> Extension <input type="text"/>	* City <input type="text" value="Springtown"/>
Primary Fax <input type="text"/> Number <input type="text"/> Extension <input type="text"/>	* State <input type="text" value="Rhode Island"/>
Alternate Fax <input type="text"/> Number <input type="text"/> Extension <input type="text"/>	* Zip Code <input type="text" value="07251"/>
Pager <input type="text"/> Number <input type="text"/> Pin <input type="text"/>	County <input type="text"/>
	UK Country <input type="text"/>

Hospital Information

Hospital Name

Hospital Phone

Select 'Save & Next' to save your information and continue to next section. If you continue without saving then your changes will not be saved. [Save & Next](#)

Dentist Section: The parent will enter all applicable information and then click **Save & Next**. If a child does not have a dentist the parent can indicate this in this section.

Dentist

General Information	Clinic / Office
* Provider Name <input type="text" value="Dr. George"/>	Clinic / Office Name <input type="text"/>
Email Address <input type="text"/>	Country <input type="text" value="United States"/>
CONTACT NUMBERS + Add Another Number	* Address Line 1 <input type="text" value="300 Grape Drive"/>
* Primary Phone	Address Line 2 <input type="text"/>
Work <input type="text" value="919 343 6411"/> Extension <input type="text"/>	Address Line 3 <input type="text"/>
Primary Fax <input type="text"/> Number <input type="text"/> Extension <input type="text"/>	* City <input type="text" value="Springtown"/>
Alternate Fax <input type="text"/> Number <input type="text"/> Extension <input type="text"/>	* State <input type="text" value="Rhode Island"/>
Pager <input type="text"/> Number <input type="text"/> Pin <input type="text"/>	* Zip Code <input type="text" value="07251"/>
	County <input type="text"/>
	UK Country <input type="text"/>

Has Dentist Yes, I have a dentist. No, I do not have a dentist.

Select 'Save & Next' to save your information and continue to next section. If you continue without saving then your changes will not be saved. [Save & Next](#)

Child Information

Doctor Information

Dentist Information

Online Enrollment – Copying Information

- The information in Guardians, Authorized Contacts, and Emergency Contact Prioritization sections can be **copied and applied** to other siblings by clicking the “Copy” button in each of these sections.



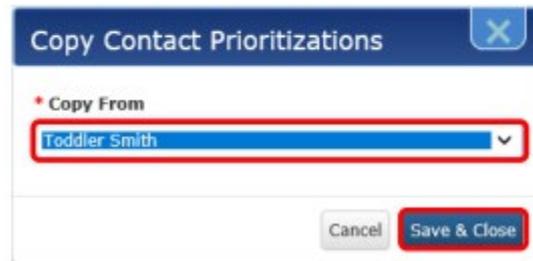
Emergency Contact Prioritization

Use the 'Copy Contact Prioritizations' feature if you have another child for whom you already have contact priority setup. Otherwise, select 'Add Contact Priority' to establish a new priority.

Copy Contact Prioritizations Add Contact Priority

Emergency Contact Prioritization

This list indicates the order in which we call you or your contacts in case of an emergency. If additional contacts or phone numbers are needed, update in 'Authorized Contacts' section.



Copy Contact Prioritizations

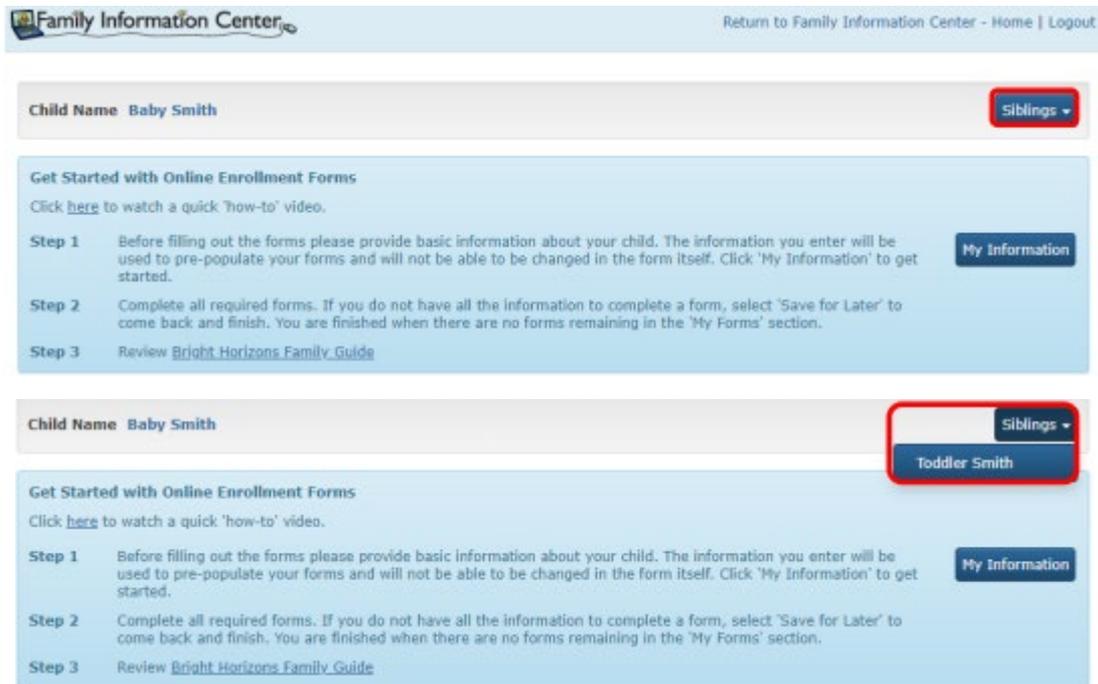
* Copy From

Toddler Smith

Cancel Save & Close

Online Enrollment – Copying Information

- When one child's My Information section has been saved, families can return to the main Enrollment Forms page and click the Siblings dropdown menu to toggle between children
- Once applicable information is copied, it will be auto populated for siblings into their My Information sections.



The screenshot shows the Family Information Center interface. At the top, it says "Family Information Center" and "Return to Family Information Center - Home | Logout". Below this, there is a section for "Child Name Baby Smith" with a "Siblings" dropdown menu. The dropdown menu is open, showing "Siblings" and "Toddler Smith". Below this, there is a section titled "Get Started with Online Enrollment Forms" with a link to watch a quick 'how-to' video. The section contains three steps: Step 1: Before filling out the forms please provide basic information about your child. The information you enter will be used to pre-populate your forms and will not be able to be changed in the form itself. Click 'My Information' to get started. Step 2: Complete all required forms. If you do not have all the information to complete a form, select 'Save for Later' to come back and finish. You are finished when there are no forms remaining in the 'My Forms' section. Step 3: Review [Bright Horizons Family Guide](#). A "My Information" button is visible next to each step.



Online Enrollment – My Forms

My Forms				
These forms are required.				
Name	Due Date	Status	Special Instructions	
Allergy and Health Care Plan Acknowledgement - Bright Horizons at DUMBO	04-26-2021	In Progress	To be completed when using a non-Bright Horizons health care plan.	Actions ▾
Babysitting Release - Bright Horizons at DUMBO	04-26-2021	Not Started		Complete Form
Tooth Brushing Permission - Bright Horizons at DUMBO	04-26-2021	Not Started		Actions ▾
Day Care Enrollment	05-22-2021	Not Started		Actions ▾
Child Information Form	05-22-2021	Not Started		Actions ▾
Informed Consent	05-22-2021	Not Started		Actions ▾

- The My Forms section will list all the forms required for the center based on GA state and age group. There are several center specific forms that will be shared by the center.
- Start with the first form and work your way downward. To complete, please click the **Actions** button and then select **Complete Form**.



Online Enrollment – Initial Immunizations

Get Started with Online Enrollment Forms
Click [here](#) to watch a quick 'how-to' video.

Step 1 Before filling out the forms please provide basic information about your child. The information you enter will be used to pre-populate your forms and will not be able to be changed in the form itself. Click 'My Information' to get started.

Step 2 Complete all required forms. If you do not have all the information to complete a form, select 'Save for Later' to come back and finish. You are finished when there are no forms remaining in the 'My Forms' section.

Step 3 Review [Bright Horizons Family Guide](#).

My Forms

These forms are required.

Name	Due Date	Status	Special Instructions	Actions
Food From Home	09-18-2021	Not Started		Actions -
Immunization Notification	09-18-2021	Not Started		Actions - Complete Form
Informed Consent	09-18-2021	Not Started		Actions -
Sunscreen and Insect Repellent Permission	09-18-2021	Not Started	Must complete and select your permission or denial of use of sunscreen and or insect repellent	Actions -

- Log into Family Information Center, Go to Enrollment Forms page.
- Locate the Immunization form, click Actions in the drop down menu and click Complete Form. You will now have a status of **Pending Upload**.
- To complete the process, upload a **physical copy of the GA 3231**. Once uploaded your form will move to the **Completed Forms** section.

Immunization Notification	09-18-2021	Pending Upload	Actions -
Informed Consent	09-18-2021	Not Started	Download Form Upload & Complete



Online Enrollment – Ongoing Immunizations

[Upload Document](#)

Documents

Share documents with your center that are not associated with a specific form by uploading them here.

Category	Document Name	Note
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- For all **future immunizations**, families will upload a copy of the updated immunizations to the **Documents** section in the **Online Enrollments** page in the Family Information Center.
- Once families update the immunizations in Online Enrollments, the center will review the immunization record and enter the new dates into our system for **existing families**.
- Once families update the immunizations in Online Enrollments, the center will locate the uploaded document and capture the completed date. This will remove the reminder / to do in the Health Care Events section for **existing families**.



Moving forward all updates will now be via your Family Information Center. Updates, To Do's, Reminders etc. regarding enrollment documents are at your fingertips. You can also view center messages, print tuition statements and tax documents, manage contact information and prioritize emergency contacts.

YOU MADE IT!



Bright Horizons.

Early Education & Preschool



**PLEASE REACH OUT TO YOUR
CENTER'S ENROLLMENT MANAGER
SHOULD YOU NEED ASSISTANCE
WITH THE PROCESS.**

Check out the [Parent Video Here!](#) **right click to open hyperlink*