



Jeannette Cathy Children's Center
PART TIME CARE 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.

Part Time Care is Monday, Wednesday and Friday or Tuesday and Thursday only. Please choose one schedule. The Part Time Care option serves age 2 years through Pre Kindergarten in a multi-age group setting.

We encourage you to go to 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

Spouse

Name: _____

Name: _____

Relationship: _____

Relationship: _____

Address: _____

Address: _____

E-mail Address: _____

E-mail Address: _____

Home Phone: _____

Home Phone: _____

Company Name: _____

Company Name: _____

Company Phone: _____

Company Phone: _____

Days and Hours Desired:

MON _____ TUE _____ WED _____ THU _____ FRI _____

Give your tentative date of enrollment? _____

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@brighthorizons.com/ miriam.knight@brighthorizons.com

Thank you for choosing Bright Horizons Family Solutions.

Please view the Part Time Care 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)



PART-TIME CARE OPTION

FREQUENTLY ASKED QUESTIONS

What age groups will be served through the Part-time Care service option?

- 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

Who is eligible for the Part-time Care Service Option?

- Full-time Chick-fil-A, Inc. employees and full-time employees of Chick-fil-A Groups who work at the Support Center. The Part-time Care service option has the same eligibility requirements as the Full-time Care service option.

What schedule is available for the Part-time Care service option?

- Monday, Wednesday and Friday (3-Day Option)
- Tuesday and Thursday (2-Day Option)

Can I switch my schedule from week-to-week between the two schedule options?

- Once you enroll for a particular schedule continuous movement between schedules is not available. If you have the need to make a revision to your Part-time Care service option, schedules may be moved to the alternate schedule, provided space is available.

What are the hours for the Part-time Care service option?

- Hours for the Part-time Care service option are the same as Full-time Care.
- Center hours are Monday through Friday, 7:00 am to 6:30 pm with pick up no later than 6:15 pm. Part-time Care families may also utilize carpool if needed.

Is the Part-time Care Service Option year round?

- Yes, Part-time Care will be offered year round.

If one of my scheduled days falls on a holiday, do I get another day during the week?

- If one of your days of care falls on a scheduled Holiday, you will not receive an additional day.
- Please refer to the annual calendar for center closing days. The calendar is posted on our website at www.brighthorizons.com/chickfila. Click on For Our Parents and then Documents.

What is the tuition for the Part-time Care service option?

- The current tuition for Part-time Care is:
 - Monday, Wednesday and Friday = \$204 per month
 - Tuesday and Thursday = \$144 per month

- Tuition for the Part-time Care service option can be found on the 2019 Tuition Announcement Sheet located on our website at www.brighthorizons.com/chickfila. Click For Our Parents and then Documents.

What will be the group size and ratio of the Part-time classroom?

- 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.

Will my child's teacher be different based on my Part-time Care schedule?

- The Part-time Care program will be staffed with the same care and consistency as the Full-time Care program. The curriculum and classroom management will also mirror full-time program offerings within the structure of a multi-age classroom.

How do I enroll my child in the Part-time Care service option?

- Contact the Enrollment Manager, Miriam Knight at Miriam.knight@brighthorizons.com or 404-761-2323. She will provide you with the registration form and next steps for enrollment.

Will there be an Orientation scheduled prior to the start of the Part-time Care program?

- Yes, an orientation is scheduled for Wednesday, August 7, 2019 at 12:00 pm in The Treehouse (Building A). Please bring completed enrollment paperwork to this event.
- The first day of class for the Part-time Care program is Monday, August 12, 2019.

Still Interested? Here are your next steps:

- Print, complete, scan and return the above Part Time Care Registration Form to the Enrollment Manager, Miriam Knight at Miriam.knight@brighthorizons.com. You may copy the Executive Director Gregory Figueroa at Gregory.figueroa@brighthorizons.com.
- Eligibility will be verified by CFA
- You will be placed on the registration list for Part Time Care starting August 12, 2019.
- 30 Days prior to the orientation on August 7, 2019 you will receive a Welcome Letter verifying your enrollment. Please read and follow included next steps.
- Please come to the orientation prepared with completed paperwork and documentation.



Taxation of the Jeannette Cathy Children's Center Benefit

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

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

(404) 765-8125 or 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.