



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 the [Jeannette Cathy Children's Center website](#) 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

Spouse

Name: _____

Name: _____

Relationship: Parent ☐ Guardian ☐

Relationship: _____

Address: _____

Address: _____

CFA E-mail: _____

E-mail Address: _____

Cell/Home Phone: _____

Cell/Home Phone: _____

Employer and Dept. _____

Company Name: _____

Office Phone: _____

Office Phone: _____

Priority Status: Is a sibling currently enrolled? Yes ☐ No ☐

Requested start date: ____/____/____

(Parent/Guardian's Signature)

(Date)

Where do I send the form? Email this form to the Enrollment Manager at 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 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**.
- **Who is eligible to utilize the center?**
 - Full-time employees of Chick-fil-A, Inc., and certain affiliated companies who are based out of the Chick-fil-A Support Center and/or the Support Center: Ponce and have documented legal decision making authority in ordinary and emergency matters concerning the child(ren). All employees are verified through Chick-fil-A, Inc. prior to enrollment.
- **When can I tour the center?**
 - A virtual tour option is available via Service Gateway upon request for enrollment.
- **What age groups will be served at the Jeannette Cathy Children's Center?**
 - Infants (6 weeks and above)
 - Toddlers
 - Early Preschool (Twos)
 - Preschool
 - Kindergarten Prep (Rising Kindergartner)
 - 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, 7:30 am to 6:00 pm with pick up no later than 5:45 pm.
 - Children remaining at the childcare center past 6:00 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.
 - Infants \$389
 - Toddlers \$382
 - Early Preschool (Twos) \$375
 - Preschool & Kindergarten Prep \$362
- **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?**
 - 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-registration form. No fee required at this time.
- **How is my place on the wait list determined?**
 - Your place on the waitlist is based on Sibling enrollment, application date, requested start date, staffing and classroom capacity. Application date currently shares the same priority level as sibling enrollment. The waitlist 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-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. Each list has its own wait time based on space availability.
- **Is it important to let the Jeannette Cathy Children's Center know when we need care to begin?**
 - Please complete the pre-registration form in its entirety on Service Gateway, 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 48 hours of receiving an offer of placement.
 - Accepting the offer of placement moves you to the enrollment phase.
 - Declining the offer of placement removes you from the waitlist.
- **What if a space becomes available before I am ready?**
 - You may pay for a space up to 30 days prior to required attendance.
- **Will there be an Orientation scheduled prior to my start date?**
 - Yes, we will reach out to you via email with a Welcome Letter and instructions for next steps.
- **What other resources are available for coordinating my care plan?**
 - [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