



## Jeannette Cathy Children's Center PRE-ENROLLMENT 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.**

**When your registration form is received, you will be placed on a waiting list and contacted regarding the availability of space and the enrollment process. Prior to enrollment, you will need to have your eligibility verified by the center, a center tour conducted and the Executive Director will schedule an orientation time for you to meet with your child's primary caregivers and learn more about Bright Horizons' programming, policies and procedures. Enrollment paperwork will be reviewed at that time. 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:

**We need BOTH parents contact information. Please fill out completely.**

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 \_\_\_\_\_

What date would you like enrollment to begin? *\*please remember a firm date will need to be stated if you are returning to work after maternity leave.* \_\_\_\_\_

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

*We will do everything possible to meet your needs; however we are unable to guarantee start dates, classrooms, or teachers. Enrollment and classroom assignment is 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 Enrollment Manager & Executive Director at*

[rosalind.johnson@brighthorizons.com](mailto:rosalind.johnson@brighthorizons.com) / [shabrika.clark@brighthorizons.com](mailto:shabrika.clark@brighthorizons.com)

*Thank you for choosing Bright Horizons Family Solutions.*

*Please view the JCCC Waitlist FAQ's document 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 Pool Frequently Asked Questions***

- **When can I tour the center?**
  - Please contact Melissa Todd at 404-788-0746 or [melissa.todd@cfacorp.com](mailto:melissa.todd@cfacorp.com) to schedule a tour during or after your final interview.
- **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 in the wait pool for the next available space based on the information provided below.
- **How do I place my child in the wait pool and is there a cost?**
  - Your child's name will be placed in the wait pool the date the center receives a completed pre-enrollment registration form. This form can be scanned (no pictures accepted) and emailed to the Enrollment Manager, Shabrika Clark at [shabrika.clark@brighthorizons.com](mailto:shabrika.clark@brighthorizons.com). We do not collect a fee 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 in the pool of children waiting for space to come available.
- **How is my place in the wait pool determined?**
  - Your place in the wait pool is based on the date the completed pre-enrollment registration form is returned to the center. The wait pool consists 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 "Requested Start Date" section. Unfortunately, we cannot guarantee space on your desired start date. We recommend exploring alternative arrangements in the event space is not available when requested.
- **Can you tell me my status in the wait pool?**
  - The Enrollment Manager will provide as much information as possible regarding your status in the wait pool. 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 and [shabrika.clark@brighthorizons.com](mailto:shabrika.clark@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 two days to consider and accept the offer. If you decline the space at the time it is offered, you will remain in the wait pool 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.

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 facility. To learn more about Bright Horizons please go to [www.brighthorizons.com/chickfila](http://www.brighthorizons.com/chickfila).