

CHILD DEVELOPMENT CENTER (CDC) IMPORTANT INFORMATION FOR PARENTS (8/21/12)

TIMELINE

DATE/DEADLINE	ACTION
Friday 8/24/12	Parents must notify the CDC if they will continue their child(ren) at the CDC.
Friday 8/31/12	Parents must provide copy of child's records to Bright Horizons. See Q&A below.
Saturday 9/1/12	Bright Horizons becomes the new managing company for the CDC.
Tuesday 9/4/12	New tuition rates go into effect.
Tuesday 9/4/12	Parents must remit their September tuition payment to Bright Horizons. This payment should be based on the August 2012 tuition rates, not the new September tuition rates . Make the check payable to Bright Horizons.
Friday 9/28/12	BSA will provide parents enrolled as of 9/1/12 with tuition assistance that provides for 150% of the difference between the 9 ½ hour per day August and September rates. This will be grossed-up for taxes (since the assistance is taxable). You will need to remit this after-tax amount to Bright Horizons.
Monday 10/1/12	Parents must remit to Bright Horizons the after-tax tuition assistance they received from the Lab on 9/28/12
Monday 10/1/12	Parents must remit their October tuition payment to Bright Horizons. This payment should be based on the new September tuition rates.

MONTHLY TUITION (9 ½ hour days)

AGE GROUP	HOURS/DAYS	AUGUST TUITION	SEPTEMBER TUITION	150% OF DIFFERENCE
Infants	5 days per week	\$825	\$1148	\$484.50
	3 days per week	\$510	\$ 861	\$526.50
	2 days per week	\$340	\$ 608	\$402.00
Toddlers and Twos	5 days per week	\$800	\$1127	\$490.50
	3 days per week	\$495	\$ 845	\$525.00
	2 days per week	\$330	\$ 597	\$400.50
Pre-K	5 days per week	\$800	\$1087	\$430.50
	3 days per week	\$495	\$ 815	\$480.00
	2 days per week	\$330	\$ 576	\$369.00

Note: 10 ½ hour childcare is also available beginning on 9/4/12 and is based on the following monthly tuition rates.

AGE GROUP	HOURS/DAYS	SEPTEMBER TUITION
Infants	5 days per week	\$1192
	3 days per week	\$ 894
	2 days per week	\$ 632
Toddlers and Twos	5 days per week	\$1170
	3 days per week	\$ 877
	2 days per week	\$ 620
Pre-K	5 days per week	\$1148
	3 days per week	\$ 861
	2 days per week	\$ 608

For parents with more than one child enrolled at the CDC, there is a 10% discount for the oldest additional sibling. For those with three children, the 10% discount applies to the oldest two children.

QUESTIONS AND ANSWERS

Q: Will the CDC have extended hours of operation.

A: Yes. As of September 4, 2012, the CDC will operate from 7:30 a.m. to 6:00 p.m. Parents can choose from a 9 1/2 hour day or a 10 1/2 hour day. Parents need to select a scheduled arrival and pick up time and the number of days a week that their child will attend. For part-time care, parents must also identify the days their child will attend. If a parent occasionally needs a different schedule, the parent must let the CDC know in advance so Bright Horizons can properly schedule the staff and maintain the necessary staff-child ratios.

Q: Will the CDC be open during the week between Christmas and New Year's Day? It normally closes during that week.

A: The CDC previously closed that week in order to perform maintenance and repairs to the facilities. Beginning this year, the CDC will be open during that week on days the Lab is open (for 2012: December 26, 27, and 28). Maintenance and repairs will be done at other times throughout the year.

Q: How do I obtain a copy of my child's records (immunizations, physicals, etc.)?

A: You need to complete an authorization form, available at the CDC, to obtain copies of such records. The copies must be provided to Bright Horizons by Friday 8/31/12.

Q: If I take my child out of the CDC and then want to bring the child back, does my child go on a waiting list?

A: Yes. Your child would go on the waiting list. This is the same as the current policy.

Q: When are tuition payments due?

A: Tuition payments are due on the last day of each month for the next month's childcare. If that date falls on a weekend or a holiday, then payment is due the following business day.

Q: Does Bright Horizons require a deposit?

A: No.

Q: Can I have the tuition withheld from my paycheck and sent to Bright Horizons?

A: Yes, beginning with tuition due for October, tuition can be withheld from your paycheck. You must complete the attached form and Payroll must receive it by Monday 9/17/12 in order to withhold the appropriate amount from your paycheck at the end of September.

Q: Can tuition be paid by credit card?

A: No.

Q: Can I change the amount I am contributing to the Dependent Day Care Flexible Spending Account (FSA) or enroll at this time?

A: Yes. You may increase, decrease, cease or begin contributions to the Dependent Day Care FSA as a result of a change in tuition. You have 31 days from the date of the change in tuition to notify the Benefits Office and complete the required paperwork. The maximum Dependent Day Care FSA contribution is \$5,000 per year as designated by the Internal Revenue Service.

Q: Is there a registration fee for my child to go on the waiting list?

A: Yes. The fee is \$150 for new families registering their children at the CDC. **Existing families using the CDC or those already on the waiting list on September 1, 2012 will not be charged this fee.** New registrations after September 1 will be charged the fee.

Q: Is there an annual re-registration fee?

A: Yes. Each April, families whose children are enrolled in the CDC will have to pay a \$75 fee. If your child is leaving the program in June of that year, then the fee is not required.

Q: Can BSA assist parents in defraying the increased tuition costs?

A: Yes. BSA will provide tuition assistance to parents whose children are enrolled in the CDC on 9/1/12. The assistance will be for 1 ½ times the amount of the difference in the old (August) and new (September) tuition rates based on a 9 ½ hour day. Such parents will receive a check on 9/28/12 for this amount, which is referred to for tax purposes as being “grossed-up.” Since such tuition assistance is taxable, this grossed-up amount will result in a parent being fully reimbursed 100% for the September increase and 50% for the October increase.

Q: Can employees be paid out their vacation time so they can use those dollars to pay for tuition.

A: No. Vacation days cannot be used for this purpose.

Q: Will the current staff be retained?

A: The current staff, with the exception of the nurse, are being offered positions with Bright Horizons. Instead of an onsite nurse, a nurse will be on call. Bright Horizons staff are or will be trained in CPR and first aid and Brookhaven’s onsite Fire Rescue Group (EMTs) and OMC (physicians, nurses) will continue to provide emergency services.

Q: Will there continue to be a Parent Council or other setting for parents to provide input on the CDC?

A: Yes.

Q: The new contract for management of the CDC is based on an RFP. Where can I locate that RFP?

A: It is available on the Fed Ops website at <https://www.fbo.gov/> . To access it, you will need to enter solicitation # JV212686

Q: Cornell and Stony Brook University have tuition grants that are subsidized by the universities. Why can’t BSA subsidize tuition?

A: Tuition is an unallowable cost under BSA’s contract with the DOE.

Q: Why are the tuition rates at another Bright Horizon’s CDC (The Children’s Garden at Gurwin that is located in Commack) approximately the same as the Lab’s new rates (when the Lab is subsidizing rent and maintenance)?

A: Gurwin also subsidizes rent and maintenance.