

# Tuition Subsidy FAQs

## About Your Subsidized Child Care:

**1. What are my child care options as part of The Firm?**

As a Firm employee, you are eligible to receive a generous subsidized tuition rate of 20% off the Bright Horizons centers' standard tuitions nationwide and can jump ahead on the waitlist.

**2. Where can I find a list of participating centers and what are their hours of operation?**

Bright Horizons offers a variety of early education and preschool programs across the country, where you can receive 20% off the center's standard tuition rates, plus waived registration. Click [here](#) to find a center near you and to learn more about each center including their programs offered and hours of operation.

## Eligibility and Availability:

**3. Who is eligible for the tuition subsidy?**

The 20% tuition subsidy is exclusive for children of U.S. benefits-eligible Firm employees. At this time, tuition subsidy is not open to contractors.

**4. What ages do the centers serve and what is the capacity at the centers?**

Most Bright Horizons centers serve children ages six weeks through 5 years in their infant through kindergarten prep programs. The capacity and ratios vary by center and are designed to support one-on-one interactions between the teachers and children, an in-depth understanding by the teachers of the individual needs of each child, and the formulation of consistent care-giving routines based on the teachers' knowledge of the individual children. These teacher-to-child ratios also support enhanced development, particularly language development. You can check on individual center ages and capacities on our tuition subsidy [website](#). Due to COVID-19, the capacity and ratios are subject to change based on the development and implementation of new state guidelines and enhanced center protocols. For additional information outlining Bright Horizons protocols and safety measures, please visit [brighthorizons.com/health-safety](https://brighthorizons.com/health-safety)

## Enrollment Process:

**5. How do I enroll my child?**

If you are interested in enrolling your child(ren), you will need to complete a registration form via the Willkie Farr & Gallagher tuition subsidy [website](#) after setting up a Bright Horizons login. Simply click on the **Register Now** button to get started.

**6. How is enrollment spaces allocated?**

Enrollment is accepted and confirmed by the centers according to space availability on a first come, first served basis.

**7. How soon can I enroll my child if on the waitlist?**

As a Firm employee, you have the ability to jump ahead on any existing waitlist. The length of time will vary depending on the size of the waitlist and the ages of the children. Bright Horizons will send periodic communications to keep you informed of your status on the waitlist and will do everything they can to try to offer

you a space as soon as it becomes available. Families may decline an offer and maintain their current position on the waitlist once. After the second decline, their name will be moved to the bottom of the waitlist.

## **Tuitions and Fees:**

### **8. What are the tuition rates?**

Tuition rates vary by center. As a Firm employee, you receive a generously subsidized rate of 20% off the center's standard tuition rate. Click [here](#) to locate a center near you.

### **9. Is there a registration fee for enrollment?**

Yes, however as part of your Enhanced Family Support benefits, your registration fee is waived.

### **10. How is tuition billed and collected?**

Tuition is billed and collected monthly; therefore, you must commit to and pay for one month of care at a time.

### **11. How is tuition paid?**

Tuition is paid via a funding source (i.e., ACH account information) that you enter into your enrollment profile. Tuition is paid one month in advance and is deducted on the first of the month. If you start on any day other than the first of the month, tuition is prorated.

### **12. If I am no longer employed by The Firm, does my child have to dis-enroll?**

If you are no longer employed with The Firm, you may continue to use the center. After your last day of employment your tuition rate will convert to the standard center tuition rate, and will be prorated based on your last day of employment.

## **About Bright Horizons:**

### **13. Can you provide more background on Bright Horizons?**

Bright Horizons' core business is employer-sponsored care. They were founded more than 30 years ago and now partner with more than 1,000 employers across the U.S., as well as in Europe, Canada, and India. Their client list includes more than three-fourths of the companies on *Working Mother* magazine's "100 Best" list. In addition, their client list includes more than half of those named to *FORTUNE* magazine's "100 Best Companies to Work For." It should be noted that Bright Horizons has also been named to the *FORTUNE* list 20 times. Bright Horizons is an organization recognized for ethics, collaboration, community service, and excellence in the child care industry.

### **14. What curriculum is used at the centers?**

Bright Horizons' successful core curriculum *World at Their Fingertips*, is used at all of their centers. To learn more about the Bright Horizons curriculum, please visit [brighthouse.com/early-education-preschool/proven-approach](https://brighthouse.com/early-education-preschool/proven-approach).

### **15. What are the qualities and qualifications of the teaching staff?**

Bright Horizons works to recruit and hire high quality teachers. Their staff are nurturers as well as educators who encourage learning through exploration and partnership with parents. They're trained to deliver a high standard of care. All candidates undergo a thorough screening, including a Bright Horizons enhanced background check, state-required background checks. All teachers must meet state educational licensing and additional center requirements.

**16. What quality standards does Bright Horizons follow?**

Bright Horizons follows the National Association for the Education of Young Children's (NAEYC) recommendations for staff-to-student ratios at each of their facilities. NAEYC has developed standards to define and recognize quality child care programs. In order to be accredited, a child care program must meet a variety of strict criteria, including having a well-trained faculty, good staff-child ratios, and group sizes and a comprehensive curriculum, as well as meet stringent health and safety standards. The program must also provide meaningful opportunities for family involvement.

**17. What resources does Bright Horizons offer to families?**

Bright Horizons offers many resources to support families' efforts to nurture children's development, be actively involved in their education, and balance work/life demands. See [www.brighthorizons.com/family-resources](http://www.brighthorizons.com/family-resources) for more details on these tools.

## **Health & Safety Protocols:**

**18. What enhanced COVID-19 health and safety protocols are implemented at the centers?**

Bright Horizons has implemented health and safety practices that are in line with recommendations provided by the CDC and requirements of state and local municipalities, and have the well-being of children, families, and staff at their core. Bright Horizons partnered with a pediatric infectious disease specialist at Boston Children's Hospital to implement enhanced safety protocols including small class sizes, restrictions as to who comes in and out of the center, daily health screening and temperature check upon arrival for adults and children, masks/face coverings, as well as strict guidelines on distancing, cleaning, and disinfecting. The centers' teams are committed to observing these protocols and Bright Horizons continues to consult with experts and monitor updated guidance so that the protocols evolve with new learning around COVID-19, for the protection of children, families, and teachers. For additional information outlining Bright Horizons protocols and safety measures, please visit [brighthorizons.com/health-safety](http://brighthorizons.com/health-safety).

**19. Is Bright Horizons requiring employees to get the COVID-19 vaccine?**

Bright Horizons continues to obtain guidance from Dr. Kristin Moffitt, pediatric infectious disease specialist, from Boston Children's Hospital, on COVID-19 developments including information on the vaccine. At this time, it is the expectation, but not a requirement for all Bright Horizons employees to get vaccinated. To help educate teachers and staff about the COVID-19 vaccine, Bright Horizons launched the "My Shot to Fight COVID" campaign. They are also working to provide a variety of educational materials to assist teachers and staff on how to safely access the vaccine at no cost. For additional information outlining Bright Horizons protocols and safety measures, please visit [brighthorizons.com/health-safety](http://brighthorizons.com/health-safety)