



Updated Tuition Discount Policy

Effective January 1, 2026

We realize that one of the benefits of working in the early childhood education field is having your children with you at work. The purpose of this policy is to update Big Blue Marble Academy's (BBMA) tuition discount for eligible BBMA employees. As of the effective date, this policy replaces and supersedes all prior employee tuition discount policies.

As an employee of BBMA, you may qualify for a childcare tuition discount if you work a certain minimum schedule. As such, and to create an added incentive for our staff, the following policy will apply to all new BBMA employee dependents effective 1/1/2026. Your eligibility for the childcare tuition discount will be periodically re-assessed, and eligibility may change depending on changes in your status (full or part-time) and/or changes in duty position with BBMA.

Role	Eligibility
Part-Time Teachers (less than 30 hours per week)	• Not eligible for childcare discount
Full-Time Teachers (30 hours or more per week)	• 50% discount for the oldest two children • Discount limited to two children • No infant discounts
Office Administration	• 75% discount for the oldest child • 50% discount for all other children, excluding infants (max two children) • No infant discount
Associate Directors	• 100% discount for the oldest child • 75% discount for all other children • No infant discount

Center Directors • 100% discount for all children, including infants

Guidelines for Childcare Discount:

- All eligible employees must pay their discounted childcare tuition the Monday of each week of service. Discounted tuition payments shall be made through ***ProCare as facilitated through Tuition Express.***
- Any employee who has not fully paid tuition after the close-of-business the Tuesday

of each week of care will be prohibited from bringing their child to attend starting that Wednesday, and until the full balance is paid.

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- A \$25 late fee will apply for any declined or non-paid tuition by Tuesday of each applicable week of service.
- Tuition paid via debit or credit card transactions will incur a 3% service fee of the tuition payment made, in addition to the tuition.
- ACH payment processing will not incur any additional fee unless the ACH is declined and BBMA is assessed a fee by the financial institution. Any fees assessed against BBMA by a financial institution as a result of a declined ACH transaction shall be paid by the employee.
- Children can only attend when the employee is working their normally scheduled hours. Should an employee be on any type of approved leave or paid time off, their child(ren) will be unable to attend.
- Only one discount may be applied per child; employees may not stack multiple discounts to achieve a greater discount than the tuition discount provided in this policy.
- For employees who are eligible for agency discounts, they will receive a 50% discount on the amount that they are responsible for after the agency payment.
 - For example, if an employee qualifies for a 50% discount, and weekly tuition is \$220 and agency pays \$120 - the remaining tuition balance would be \$100. After application of the 50% discount, the employee would pay \$50 of the post-agency tuition cost.
 - The above is subject to adjustment based on individual state rules and regulations concerning parent copay requirements, and any other applicable laws, rules and regulations.

The following definitions apply to the Tuition Discount Policy:

A dependent, as defined in our employee and parent handbooks, is a child, spouse, domestic partner, or other family member who can be legally claimed and verified by the employee. This could also include: adopted child, biological child, stepchild.

A dependent does not include a grandchild, niece, nephew, younger sibling or other family member unless the employee is legally determined to be the legal guardian/custodian of such family members.

Full-time status means the employee is categorized as such in Paycor, and working an average of 30 hours or more per week. Eligibility may change depending on changes in employment status (full or part-time) and/or changes in duty position with BBMA. An employee that fails to consistently work 30 or more hours per week may be changed to part-time employee and thus

not eligible to continue receiving the tuition discount benefit.

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Part-time status means the employee is categorized as such in Paycor, and working an average of 29 hours or less per week.

The purpose of this Tuition Discount Policy is to create standardization across all BBMA locations and to ensure team members are fully informed about the eligibility requirements required to receive a tuition discount at BBMA childcare centers.

This policy supersedes all previous policies and versions of the BBMA childcare discount.

Effective 1/1/2026