



BBMA Tuition Discount Policy FAQ

Q: Why Are Employee Discounts Being Changed?

A: BBMA prides itself on providing stellar employee benefits. While we have historically offered substantial discounts for employees' children, we also wish to simplify the billing and payment process in alignment with the rules and policies relating to how our families pay. We expect this will lead to fewer billing errors and late payments, which is why we are making these changes.

Q: Who is Eligible for Tuition Discounts?

A: Employees of BBMA working 30 hours or more per week at any center qualify for tuition discounts on their dependents' childcare. Discounts vary by role: part-time teachers (under 30 hours) are not eligible, while full-time teachers (30+ hours) receive 50% off for their oldest two children (no infant discounts). Office administration staff get 75% off the oldest child and 50% off others (max two children, excluding infants), associate directors receive 100% for the oldest and 75% for others (no infants), and center directors enjoy 100% for all children, including infants. Please see Tuition Discount Policy for additional details.

Q: What Counts as a Dependent?

A: A dependent includes a child, spouse, domestic partner, or other family member who can be legally claimed and verified by the employee, such as biological, adopted, stepchildren, or those under legal guardianship/custody. Grandchildren, nieces, nephews, or similar relatives do not qualify unless the employee is their legal guardian/custodian. This definition aligns with the BBMA Employee Handbook and supports standardization across BBMA locations.

Q: How Do Discounts Apply in Practice?

A: Eligible employees must pay their discounted tuition weekly via ProCare as facilitated through Tuition Express each Monday for the service week, and any outstanding balance disqualifies the child from attendance until paid. Children may only attend on days the employee is scheduled to work, and only one discount applies per child—no stacking of discounts. For agency-assisted families, employees receive 50% off their remaining co-pay after agency payment (e.g., on a \$100 balance after \$120 agency aid on \$220 tuition, the employee pays \$50).

Q: What Are the Payment Requirements and Late Fees?

A: All employees must have a ProCare/Tuition Express credit card on file by December 29, 2025, to be eligible for ongoing discounts. Payments are due each Monday for the week of service; employees without full payment of the Monday of the week of service will incur a late fee of \$25 on Tuesday of that week, and their child(ren) may not attend starting Wednesday. This structure promotes timely payments and financial clarity, with receipts provided via the platform.

A 3% fee will be processed with any debit or credit card transaction. ACH payments will not incur any additional fees 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.

Q: When Does This Policy Take Effect?

A: The updated policy applies to all new BBMA employee dependents effective January 1, 2026, superseding previous versions to standardize benefits and incentivize staff retention in early childhood education. It recognizes the value of having children at work and aims to reduce tuition costs through our centers' curriculum. Adjustments may be made based on state regulations regarding parent co-pay for those employees who receive agency support.

Q: What Happens if My Role or Hours Change?

A: BBMA will measure hours based on averages over a 3-month period. If you are classified as a full-time employee but start accruing fewer than 30 hours per week, the company will calculate your discount based on your average hours worked over three months. Should your hours continue to average less than full-time during that time period, you will be changed to part-time eligibility.

Suppose your job position/title changes, and you remain a full-time employee. In that case, your eligibility may change depending on the job position/title change and you shall be eligible for those benefits in accordance with the designated role.

Q: What Acknowledgment is Required for Discounted Childcare?

A: Employees receiving the three weeks of free childcare must sign a document confirming they understand this support aids the shift to Tuition Express effective January 5, 2026. The signed acknowledgment ensures awareness of the transition and payment setup requirements.

Should an employee resign or exit the organization before 2/16, the balance of the three full weeks of credits will be deducted from the employee's final check, in accordance with state and federal mandates and not to exceed a threshold that takes the employee below minimum wage.