



**12/17/18**

**ACTION ITEMS:**

- Christmas and New Year's are quickly approaching and we are planning our holiday attendance schedules. We are closed on **Tuesday, December 25<sup>th</sup> and Tuesday, January 1<sup>st</sup>**. Please let us know if your child will be in attendance for any days between **December 17<sup>th</sup> and January 2<sup>nd</sup>**. Please remember to put your **child's name and confirmed dates for attendance** in the comments section when responding. We thank you for your assistance in our planning efforts. **Please respond no later than Tuesday, December 11, 2018**. If you have any questions, please reach out to Gemorial Johnson at [gemorial.johnson@brighthorizons.com](mailto:gemorial.johnson@brighthorizons.com). Please use the links in the Monday Memo to record your child's attendance.
- Please remember to use your badge to gain access to the buildings at JCCC Main and JCCC Lincoln. In the event that you do not have your badge and we have to let you in, please remember to sign the Visitor's Log at the Front Desk. Thank you!
- In the event a non-parent/guardian will be picking up your child, please remember to send an email to Carol Keen: [carol.keen@brighthorizons.com](mailto:carol.keen@brighthorizons.com). In the email, please include the individual's first and last name and the date(s) they will be picking up. Also, please add your guest's name in iVisitor. If you would like your alternative pick-up to use carpool, please approve an additional Kiosk code.

**MENU:**

- December Menus are available via the links in the Monday Memo as well as in hard copy at the sign in kiosks.
- Menus are posted on our website at <http://www.brighthorizons.com/chickfila>. You can find them under *For Our Parents*.

**CENTER HAPPENINGS**

- **12/25** Merry Christmas! JCCC will be closed in observance of the Christmas holiday. We will resume normal operating hours on Wednesday 12/26
- **1/1/19** Happy New Year! JCCC will be closed in observance of New Year's. We will resume normal operating hours on Wednesday 1/2/19

## STAFFING

- As our staff get pictures taken and after orientation, we will update our Staff Bio sheet. As a reminder this is a sheet that only holds the past 3 months of new hires. All of our staff members can be seen on our JCCC website. Pictures are updated as they are scheduled with our photographer.
- Please follow the link in the Monday Memo for an updated Staff Bio Sheet.
- We are actively recruiting for the Executive Director position at the Jeannette Cathy Children's Center. The announcement for this position is located under the careers section on the Bright Horizons main website. If you have a referral, please have them go to the website and begin their application process there. You can also send me an email as a heads up. Potential candidates are screened via our Talent Advisors and then forwarded based on viability.

## DID YOU KNOW?

- *Questions* surrounding the waitlist? Ask for a one on one meeting with Miriam Knight, Enrollment Manager, at [miriam.knight@brighthorizons.com](mailto:miriam.knight@brighthorizons.com).
- Another phase of our expansion will get underway this weekend. In an effort to improve the quality, size and number of staff spaces on our campus, Building B will undergo several improvements. We understand that some of these improvements may cause a temporary inconvenience and for that we apologize. If you have any other questions or concerns, please be sure to reach out to your center director or executive director.
- Updated Parent Representative list can be found on the center website.
- You can access many documents via the center website:
  - Go to [www.brighthorizons.com/chickfila](http://www.brighthorizons.com/chickfila)
  - Click on the heading For Our Parents
  - Review all of the documents provided.
    - Menus stay for the month they represent
    - Meeting minutes stay for the month the meeting took place
    - General documents last through the end of the calendar year

Thank you for your partnership!

*Kind Regards,  
Rebecca Stephens  
Administrative Assistant*

Charlotte Valdez  
Interim Executive Director

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