



11/26/18

ACTION ITEMS:

- We would like to welcome Interim Executive Director Charlotte Valdez to the Jeannette Cathy Children's Center. Ms. Charlotte will arrive on November 26th and will be with us until May 2019. Please feel free to stop by JCCC Main to get to know her.
- As we look forward to our Christmas activities, we would like to remind all that the upcoming Kindergarten Prep Christmas Caroling is a Classroom event. Please enjoy the pictures and videos that will follow but we ask that you allow only the children of JCCC to enjoy the performance this year.
- Christmas and New Year's are quickly approaching and we are planning our holiday attendance schedules. We are closed on **Tuesday, December 25th and Tuesday, January 1st**. Please let us know if your child will be in attendance for any days between **December 17th and January 2nd**. 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. Please use the links in the Monday Memo to record your child's attendance.

MENU:

- November 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

- **12/14** Kindergarten Prep Christmas Caroling
- **12/14** Christmas with the Kranks To-Go
- **12/25** Merry Christmas! JCCC will be closed in observance of the Christmas holiday. We will resume normal operating hours on Wednesday 12/26

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 Rosalind Johnson, Executive Director, Rosalind.johnson@brighthorizons.com or Miriam Knight, Enrollment Manager, at miriam.knight@brighthorizons.com.
- 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
 - 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*

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