

**11/12/18**

**ACTION ITEMS:**

* Please remember to bring in your canned good or non-perishable food item for our 4th Annual Food Drive GAD/GAD. Proceeds go to Christian City Children’s Village. Collection starts November 9th and goes through November 16th.
* Please remember to add Fall Pictures to your calendar for November 12th. Picture Day instructions are in a flyer on the JCCC website.
* Due to space constraints during our Feast of Thanks meal, Ballet at JCCC Main for November 9th has been rescheduled for this Thursday, November 15th. As a result, Ballet classes at JCCC Main will take place on November 15th **AND** November 16th this week. We apologize for the last minute cancellation and any inconvenience this may have caused. If you have any questions regarding this change, please reach out to the center.
* Thanksgiving is quickly approaching, and we are planning our holiday attendance schedules. We are closed on **Thursday, November 22nd and Friday, November 23rd.** Please let us know if your child will be in attendance **November 19th, 20th and 21st.** Please follow the Sign Up Genius link in the Monday Memo to indicate 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**

* **11/12** Fall Picture Day
* **11/9 – 11/16** Get-a-Dinner, Give-a-Dinner non-perishable food drive to benefit the Christian City Children’s Village
* **11/22 – 11/23** Happy Thanksgiving! JCCC will be closed in observance of the Thanksgiving holiday. We will resume normal operating hours on Monday 11/26
* **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](mailto:Rosalind.johnson@brighthorizons.com) or Miriam Knight, Enrollment Manager, at [miriam.knight@brighthorizons.com](mailto: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](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*

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Jeannette Cathy Children's Center  
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