



11/5/18

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, the day of Feast of Thanks.
- Please remember to add Feast of Thanks to your calendar for November 9th. Transportation details are in a flyer on the JCCC website.
- Please remember to add Fall Pictures to your calendar for November 12th. Picture Day instructions are in a flyer on the JCCC website.

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 and Documents*.

CENTER HAPPENINGS:

- **11/5** All Parent Family Partnership Meeting in Greenbriar III at noon.
 - **Topics of Discussion**
 - Encompass Program Update
 - Expansion Project Update
 - Soft Reminders
 - Organizational Structure clarification
- **11/9** Feast of Thanks – please see schedule on center website
- **11/12** Fall Picture Day – please see schedule on center website
- **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

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.
- 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.
- 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!

Sincerely,
Rebecca Stephens
 Administrative Assistant

p.p.
Rosalind Johnson
 Executive Director
 Jeannette Cathy Children's Center
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