



9/30/19

### ACTION ITEMS:

- Our **Fax Line** is **Operational Now**. Thank you for your patience as we remedied this issue.
- **Family Conferences:** We will be having optional Family Conferences from Monday, October 7<sup>th</sup> to Friday, October 11<sup>th</sup>. If you would like to sign up for a conference with your child's teacher, please reach out to [jccparentconference@gmail.com](mailto:jccparentconference@gmail.com) to schedule a conference during the time frames listed below. Please include in your email the day and time you are requesting.
  - All Conferences will be 30 minutes long.
  - Conferences will take place Monday through Friday.
  - Time frames: 9:30 am to 12:00 pm & 1:00 pm to 3:00 pm each day.
- **Parent Representative Lists:** We are still in need of a few more volunteers to serve as Parent Representatives. Please find below the links to updated sign up lists as of 9.7.19. If you would like to sign up for one of the Vacant spots, please reach out to Rebecca Stephens at [rebecca.stephens@brighthorizons.com](mailto:rebecca.stephens@brighthorizons.com).
  - [Treehouse Parent Representatives](#)
  - [Sierra Parent Representatives](#)
  - [Woodlands Parent Representatives](#)

### MENU:

- October Menus are available via the link 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:

- **10/7/19** House-Specific All Parent Partnership Meetings *\*See "Parent Meeting Schedule 2019" document on Center Website\**
- **10/7/19-10/11/19** Family Conferences
- **10/14/19-10/18/19** Well Aware Week
- **11/4/19** Center Wide All Parent Meeting in Greenbriar III @ 12:00 pm
- **11/6/19** Treehouse Fall Pictures
- **11/7/19** Sierra Fall Pictures
- **11/7/19** Read for the Record
- **11/8/19** Woodlands Fall Pictures

- **11/15/19-11/22/19** Canned and Non-Perishable Food Drive for Christian City
- **11/28/19-11/29/19** **JCCC CLOSED** for Thanksgiving Holiday

#### STAFFING:

- Our Staff Bio sheet gets updated as new pictures are taken during new employee orientation. This is the sheet which holds the past 3 months of JCCC 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.

#### DID YOU KNOW?

- **2019 Parent Calendar Revision:** Please follow the link below for the final revision of the 2019 Parent Calendar. Following the opening of the Treehouse, we have cancelled some events and changed the dates for other events. We encourage you to take a look at this final calendar and make note of the changes.
  - [2019 Parent Calendar Final Revision](#)
- *Questions* surrounding the waitlist? Ask for a one on one meeting with LaShawnda Pearson, Center Director at [Lashawnda.pearson@brighthorizons.com](mailto:Lashawnda.pearson@brighthorizons.com) . If you had a requested start date after the projected opening, you will receive communication through our normal orientation announcement.
- 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.
    - Monday Memos pertain to the current month
    - Menus pertain to the current week
    - Meeting minutes remain for 2 months
    - General documents last through the end of the calendar year

Thank you for your partnership!

Jeannette Cathy Children's Center  
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