



12/31/18

ACTION ITEMS:

- Thank you to all of the parents who responded to our request for holiday attendance. Your attention to this detail has allowed us to staff according to the attendance of the children and provide additional time off for many of our teachers to spend with friends and family. **We Appreciate You!** If your child's attendance changes, please don't hesitate to reach out to the center with the change.
- 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!
- The annual Parent Satisfaction Survey will be live on Wednesday, January 2nd. We greatly appreciate and welcome feedback on how we can better serve you. Please refer to the link in the Monday Memo email for details and information on how to be included in the prize drawing.

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:

- **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
- **1/2/19** Parent Satisfaction Survey opens
- **1/7/19** Parent Representative Meeting @ JCCC Lincoln
- **1/14/19** Lincoln Families Meeting
- **1/21/19** JCCC will be CLOSED in observance of MLK Day. We will resume normal operating hours on Tuesday 1/22/19

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?

- Starting in January, we will be transitioning to a new method of managing carpool and alternative pick up arrangements. We will begin using a program called “Pikmykid” which will allow us to increase the safety of your child during pick up and will help you stay informed on all pick up activity. Please refer to the link in the Monday Memo email for instructions on downloading and registering in the app. If you have any technical issues when registering, please contact support@pikmykid.com. ***The deadline to register on the app is January 7, 2019.***
- *Questions* surrounding the waitlist? Ask for a one on one meeting with Miriam Knight, Enrollment Manager, at miriam.knight@brighthorizons.com.
- Another phase of our expansion has begun in Building B. 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
 - 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*

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