



Newsletter May 2018



May Pay Day!

The pay day for May will be **Friday 25th May**. Do bare in mind that the cut-off date for timesheet processing is the 12pm on Tuesday of the week before so cut-off date for May is **Tuesday 15th May**. Any timesheets received after this date will not be processed until the following month. If you have any queries regarding pay please do not hesitate to contact us at the office on **01189 585858**.

It's a BOY!

We are delighted to announce that Amy has given birth to a healthy baby boy! I'm sure you will all join us in wishing Amy, her husband Richard and Amber the very best of wishes and welcome to their new addition.



Bank Holiday

Are you looking for some inspiration for activities on the bank holidays? If so please check the link below for some good ideas!

<http://www.visitsoutheastengland.com/events/searchresults?sr=1&poly=6361&rd=on&stay=2018-05-01&end=2018-05-31&p=1>



Opening Hours

Careline opening hours are:

Monday-Friday 8am-5pm

Saturday 9am-5pm

Sunday 10am-2pm



DBS Certificates

Please remember to keep your DBS certificate safe. You may be required to take your DBS certificate with you to new services you attend. Careline do not keep or receive a copy of your DBS certificate so if you do not have your original you may lose out on work.

If you have lost your certificate we can help you process a new one so please contact us at the office if you need help with this.

ID Badges

All Careline staff should hold a Careline ID badge that is taken to every shift. If you don't have one, or your current one is out of date, please contact the office to request one.



Staff of the Month

Congratulations to **JO DENT** who has been awarded our Careline Staff of the Month and will receive a letter of congratulations. Well done! This award is given for many different reasons such as staff going the extra mile, having a flexible approach, giving an outstanding service to our clients and their families and many more.

Refer a friend - earn some money

Fancy earning an extra £30? Refer a friend to Careline and once they have complete their first shift, we will pay £30 directly into your bank account on pay day!

Please call the office if you would like some more information.



Training

If you have any in date certificates from any other employment, please **ensure that the office hold a copy**. If we do not have a copy, you are not covered for it!

If you do not have a certificate for any of the mandatory training please check the next available dates which I have listed below and get yourself booked in.

Original copies of your training certificates are now available at a cost of £6 per certificate. Please contact the office for more information.



Our next training sessions are:

9th June 2018 10am - 4pm

Basic Life Support
Health and Safety
Infection Control
Safeguarding

30th June 2018 10am - 3pm

Medication
Manual Handling
Food Hygiene

14th July 2018 10am - 4pm

Basic Life Support
Health and Safety
Infection Control
Safeguarding

28th July 2018 10am - 3pm

Medication
Manual Handling
Food Hygiene

11th August 2018 10am - 4pm

Basic Life Support
Infection Control
Safeguarding

25th August 2018 10am - 3pm

Medication
Manual Handling
Food Hygiene

Please give Tegan a call at the office if you would like to be booked on the training or [email Tegan](#).

