

NEWSLETTER

Careline Newsletter

November 2018

Staff of the month for October has been awarded to... **Jessica Fuller**

For her flexibility, willingness to help-out and making last minute changes to put the clients needs first.

We have a new co-ordinator joining the team at the end of November. Some of you may remember Lorraine Sands who use to be our nursery co-ordinator. Lorraine is re-joining us to work alongside Jessica and Heather on the managed care team.

Welcome back Lorraine we are looking forward to having you as a part of the team again.

Remember, Remember the 5th November

Fireworks night is coming and there are some amazing events on:

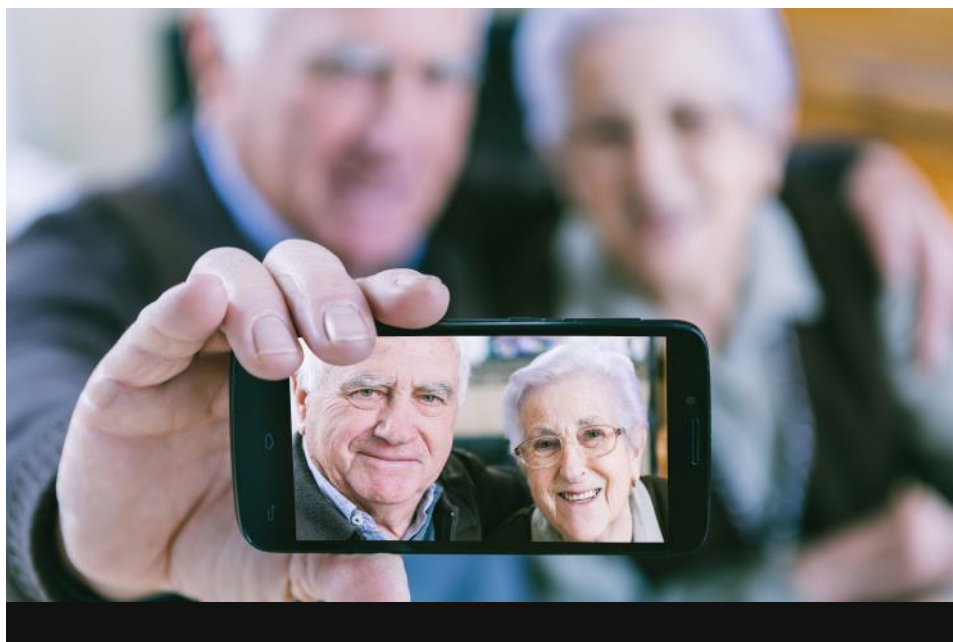
www.inyourarea.co.uk/news/fireworks-and-bonfire-night-displays-in-berkshire-2018

Please be aware that fireworks can be a source of distress for clients if you have any concerns about clients you are supporting please give the co-ordinators a call at the office.

Staff Feedback

“...We had Lily and Peggy this weekend, both were brilliant! They rose to any task asked of them and engaged brilliantly with the other children...”

“...Simon was amazing he fitted in very well and is one of the best support workers we have ever been sent...”



Office Opening Hours

Monday - Friday

8am - 5pm

Saturday

9am - 5pm

Sunday

10am - 2pm

Bank Holidays

10am - 4pm

Timesheets

Please remember that timesheet deadline is every Tuesday. Timesheets need to be submitted on a weekly basis to be processed for monthly pay .

December timesheet deadlines and Christmas payday:

Tuesday 4th December - before 12pm

Tuesday 11th December - before 12pm

Friday 14th December - before 12pm

Pay day:

Friday 21st December



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.



Find us on
Facebook

Training Dates

Online Training

We are providing more of our mandatory training online. If you have any training that needs to be refreshed please speak with Amber our training coordinator who can book you into a session at the office on Saturdays or she can send you a log in for online training.

Training dates:

November

Saturday 3rd:

Basic Life Support

Health and Safety

Infection control

Safeguarding

Thursday 15th:

PEG feeding

Saturday 17th:

Manual Handling including equipment

Medication

December

Saturday 1st:

Safeguarding

Manual handling

Saturday 15th:

Manual Handling including equipment

Basic Life Support