

# NEWSLETTER

July 2019

Staff of the month for June has been awarded to...

**Alison Foster**

For her continued hard-work, reliability and dedication to the client she supports.



Are you up to the plastic free challenge?

Plastic Free July provides resources and ideas to help you (and millions of others around the world) reduce single-use plastic waste everyday at home, work, school, and even at your local café.

The movement has inspired over 120 million participants in 177 countries. You making a small change will collectively make a massive difference to our communities. You can choose to refuse single-use plastics in July (and beyond!). Best of all, being part of Plastic Free July will help you to find great alternatives that can become new habits forever.

Visit the website at: [www.plasticfreejuly.org](http://www.plasticfreejuly.org)



## Staff Feedback

*"...Susannah is very good at interacting well with our guests, she asked questions and was very positive. We would be very pleased to have Susannah back..."*

*"...Lorraine is amazing and has a brilliant relationship with both our client and her mother. She has been a great addition to the team.."*

*".....Janete Is perfect and is a really good match for the family ..."*

## Time sheets

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

The difference between pink and yellow timesheets:

If you work in a nursery or a care setting you will need to use a yellow timesheet.

If you work on a 1:1 out in the community or a client's home you will need to use a pink timesheet.

Every timesheet has 4 sheets attached:

1. Yellow/ Pink: Send this to the office
2. White: Send this to the office.
3. Green: Give this to the client for their records, we do not need this copy at the office.
4. Blue: This is your copy to keep for your records, if your timesheets get lost in the post we can pay you from this copy. Keep it safe until you know you have been paid.



## 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.

