



**Staff of the month**  
**Beata Filipinyi-Hughes**



**Opening Hours**  
**Monday to Friday 8am to 5pm**  
**Saturday 8am-4pm**  
**Sunday 10am to 2pm**  
**Bank Holidays 10am to 4pm**



# NEWSLETTER

November 2021



## CHRISTMAS PAY DAY!

It's already that time of year again!

Pay day in December will be **Friday 24th December.**

**All timesheets MUST be received by 12noon on Tuesday 14th December** so that they can be processed in time.

Don't get caught out - get your pay before Christmas Day!

**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.**

## NEW OFFICE HOURS OVER THE WEEKEND!

Please be advised that from Saturday 6th November the Careline office hours will be:  
**Saturday 8am to 4pm**  
**Sunday 10am to 2pm**

**Please make sure that if you are taking a weekly COVID-19 test you let the Careline office know the results so that we can keep this information for our records!**

**We have a huge stock of PPE available at the office for all staff. Please give us a call if you want some - there's plenty to go round!!**

**NEED A NEW POLO SHIRT?? GIVE US A CALL AT THE OFFICE!**

**CARE**  
**PROTECTS YOU, YOUR FAMILY AND THOSE YOU CARE FOR FROM THE FLU**  
Get your free flu vaccination

# KINDNESS UK

## What is World Kindness Day?

In a world that seems to be getting more and more divided, it can feel like there's not much you can do.

And yet, we all know that doing small acts of kindness for strangers or people in need is one of the best ways to make the world a better place. It doesn't take much effort but it has an incredible impact on those around us.

That's why World Kindness Day was created – so you could celebrate good deeds on this special day and inspire others to follow your example! On November 13th each year, people from around the globe come together to create a chain reaction of compassion by performing random acts of kindness for total strangers. You don't even have to leave your house or spend any money – just do something nice for someone else! The goal is simple – spread as many smiles as possible across our planet by encouraging everyone who participates in World Kindness Day 2021 (and beyond) to perform at least one act of kindness.

For more information please visit [https://www.kindnessuk.com/world\\_kindness\\_day\\_kindness\\_day\\_uk.php](https://www.kindnessuk.com/world_kindness_day_kindness_day_uk.php)

## YELLOW OR PINK - DO YOU KNOW THE DIFFERENCE?

For the past 2 years Careline have had two different coloured timesheets due to differences in our T&Cs for the different staff that we supply. The one you need to complete depends on where you are working:

- \*If you are working in a **NURSERY** then you will need to submit **YELLOW** timesheets
- \*If you are working in a **SERVICE** (inc. Day Centres, Elderly services, Adult/Child respite services), then you will need to submit **YELLOW** timesheets
- \*If you are working with **1:1 MANAGED CARE CLIENTS** then you will need to submit **PINK** timesheets (with your contact notes!)

**IF IN DOUBT - ASK!!!**