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





December 2022



MERRY CHRIST

With 2022 coming to an end, we wanted to take the time to say thank you for all your hard work We know that without our amazing team of hard working professional care and nursery staff, we wouldn't be able to support our clients the way we do. We wish you and your family season's greetings and we very much look forward to working with you in 2023.



We have some good news!

We can now start excepting electronic copies of timesheets!

We cannot accept a photo taken on your smart phone but we can we accept an electronic copy via a scanning

We recommend using the app Adobe Scan (logo above). It is free to download and very easy to use! The app does states that there are "in-app purchases" but for the purposes of scanning a timesheet there is no cost. The app works like taking a picture - all you need to do is hover your camera over the timesheet and press the central button to take a photo of the image. The app will automatically resize and crop the image. The all you need to do is press "save it to PDF" and send the image to us using the email address: timesheets@carelineagencv.co.uk

The scanned picture is much clearer to process our end than a normal photo so you will have to download a scanning app of some sort. It doesn't specifically have to be Adobe Scan if you already use a different scanning app.

Once you have scanned over your timesheet, we do not need you to send in the yellow and white copies of the timesheet but we would recommend you keep them temporarily in case there is an issue.

December 8th

Christmas Jumper Day.



Royal Mail Strikes

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!!

Fri 25th November Wed 30th November Thur 1st December Fri 9th December Sun 11th December Wed 14th December Thur 15th December Fri 23rd December Sat 24th December



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

Keeping Us Informed

Please remember it is really important

that you keep us up to date with your

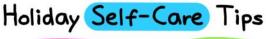
availability or any change to your contact

details so that we can make sure you're



CHRISTMAS PAY DAY!

Pay day in December will be Friday 30th December.



Make space for messy feelings like grief.



Create your own holiday traditions.

Keep your stress levels in check. Step back or delegate.

Set realistic expectations for yourself and the holiday

Get organized! Make a plan and try to stick to it.

Keep up with your self-care and make

Give yourself permission to ust let it be ar average day