

Respite News!

8/25/11

TIMECARD REMINDER

Your timecard is due **no later than September 3rd!**



UCP HOLIDAY CLOSURE

UCP and the Respite Office will be closed on Monday, September 5th in honor of Labor Day.

FROM YOUR FRIENDLY RESPITE OFFICE STAFF...



- Clock-in and clock-out of every appointment.
We must have accurate times for your pay check and billing. Errors delay accurate hours for you, the office & the parents.
- Always have the client bio with you at every respite.
Everything you need is right there - the client ID #, parent phone numbers, address & other emergency information.
- Check your timecard often.
Corrections should be made before the end of the pay period & timecard submission. Changes needed after the deadline are much more difficult.
- Do not use text messages to cancel respites.
This is a very unprofessional form of communication. You made the commitment to work the respite, so if you must cancel, be responsively courteous and directly speak with a parent.
- Be as accurate as possible when reporting your respite times.
Especially as we enter the last month of the quarter, knowing the exact remaining hours is crucial so no one over-uses their time.

PLEASE, PLEASE BE ON TIME

As you are expected to be on time to your respite appointments, you are expected to be on time to all Red Cross classes, Orientation & Inservices.

To successfully complete the curriculum, and in respect of the trainer and other attendees - you must not be late!

For evening trainings, you must be in the Training Center no later than 10 minutes after the scheduled start time. The door will then be locked and late entry will be denied.

Regardless of reason, if you know you will not make it to the class on time, you will need to reschedule for a different date.



RED CROSS CLASSES



Combo CPR	Tue	9/20	6 - 10 PM
Combo CPR	Thu	9/22	6 - 10 PM
First Aid	Wed	9/21	6 - 10 PM

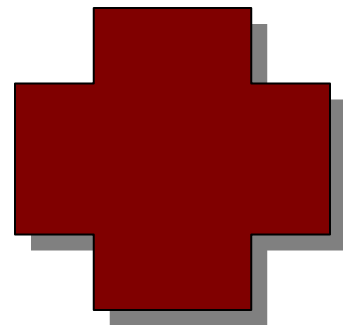
Expired certification means temporary work suspension. Please contact Denis to sign up for any of these classes. Her direct line is 779-6264 or email driles@ucpsacto.org

NEW RED CROSS WEBSITE

The Red Cross has new resource available for you. Their web address is www.redcross.org

You can review training videos, download the extensive new Participant's Handbook, and other helpful resources.

Contact Denis if you have any questions or need directions about using this new site.



"UCP of Greater Sacramento is the leading provider of comprehensive services to children and adults with all developmental disabilities and their families. UCP works with 2,600 people a month in our five county area, empowering children and adults who, without support, would be isolated from community."