



# CHARLESTOWN CARING GROUP

*January 2019*

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**OFFICE HOURS:** Monday to Friday- 8am- 3pm

## **Message from the Office**

We wish everyone a happy Christmas and a healthy and happy 2019

Due to lots of this happening at the office during November we did not have time to get our usual newsletter out, instead we sent out flyers and calendar for December only to keep in touch.

Well what a successful 2018, we were winners in the Lake Macquarie Business excellence awards (LMBEA) for 2018, LMBEA finalist in Social enterprise as well as semi-finalist in regional community awards which is a great achievement !

We also had the Quality review assessment (aged care accreditation) and passed everything and had great feedback that we are well organised and do a great job as a small provider.

This is a mini newsletter so we can get it out before the Christmas period, please see attached January and February lifestyle activity calendar.

In February we will have our usual newsletter back out again filled with happy photos and interesting information. Please see over the page for important reminders

*Margaret - General Manager*

## REMINDERS

- Office will close at 1pm on 14<sup>th</sup> December 2018
- Office will re-open on 7<sup>th</sup> January 2019
- Please remember we will NOT get any messages you leave on phone until 8.30am 7/01/19 in an emergency ring 000
- Only social connections (Tuesday group first day back 15/01/19) , shopping bus and a couple of bus trips will be on January calendar, so please check
- ALL groups and activities start back in February
- Only necessary appointments and shopping will be arranged in advance while we are closed (as volunteers also need a well-deserved break) so if you can arrange with family, friends or neighbours that would be great and remember we will not get your messaged if there are any changes.
- We will have a volunteer meeting for "Groups" on 22<sup>nd</sup> January at 10am
- We will be having a Volunteer Drivers (transports and bus drivers) meeting in February (date will be in next newsletter)

### A Reminder for Drivers (transport and shopping only)

- A lot of drivers are using old volunteer transport forms, if you have any spare ones at home please through them out if dated before October 2018 on footer. As all need to be using the later version, which has in last column "Description" this is to be filled in with information on what support was provided eg went to bank at Charlestown and then shopping at Mount Hutton
- Also it has always been CCG policy for over 10 years, that we can pay up to \$70 in cash from petty cash, you can bring form in weekly, fortnightly, monthly and be reimbursed. If it is over \$70 we need to pay by cheque or EFT into your bank account.

***Looking forward to a great 2019 from all the staff at CCG***