

Year End Submissions

The final regular payroll run for the fiscal year 2010 – 2011 will be for the pay period ending March 22, 2011. Please ensure that your services records are submitted by Wednesday March 23, 2011 by 8:30 a.m. Any hours worked between March 23-31/11 must be submitted by April 06, 2011 to ensure that payment will be made.

In terms of expenses, please make certain that all expenses are submitted no later than April 05, 2011 in order to ensure payment is made.

Once the “books” are closed for the fiscal year, we will no longer be able to guarantee payment of hours worked or expenses incurred. Please contact your coordinator if there are any questions or concerns.

Please contact your coordinator if you have any questions with regard to hours and mileage reimbursement.

Family Support Options Staff Announcement

The Family Support Options team is happy to announce that Kyle Wicharuk, was the successful applicant for the Family Support Options co-ordinator based in Fergus replacing Brett Friesen. Kyle has worked for Trellis as a case manager in Adult Services for a number of years. She has a wealth of experience in: developmental services, crisis services, and adult case management programs. We all welcome her into this new role which will begin on a full time basis on January 17th. Kyle can be reached at (519) 843 6191 ext. 321.

Service records without the 2 signatures will not be processed

Remember when submitting a Service Record the SSAH worker will sign and have the family* sign service records or invoices and submit these on a regular basis. SSAH workers will **not** sign blank service records or invoices, only completed ones. If the family* is unavailable to sign, the worker will be required to contact his or her Coordinator, within the submission time frame, for approval.

*Parent, Guardian or Client (16 or older with permission from their family)

Electronic Communication

E-mail and social networking sites have become common ways to communicate and keep in touch with friends and family. These routes of communication are not a secure way to connect so at this time we ask that SSAH workers not to use e-mail or social networking sites to keep in touch with their clients and families they support. Trellis has a responsibility to ensure information about our clients is not made public so for the foreseeable future please use other means of communication to keep in touch with your clients and their families.

Trellis Website

Family Support Options now has a section for SSAH workers on the Trellis website. If you want easy access to documents or information about SSAH please log onto:

<http://www.trellis.on.ca/>

Look under: Programs, Family Support Options, Worker Information

If you do not have access to the internet but would like a copy of documents please call: Jane Fawcett (519) 821 8089 ext. 247

No Cost Training

HIGH FIVE® is Canada's only comprehensive quality standard for organizations providing recreation and sport to children aged 6 to 12.

Research shows that a focus on five principles of healthy child development – A Caring Adult, Friends, Play, Mastery and Participation – help to create optimal organized play experiences for children.

HIGH FIVE® training teaches leaders, instructors and coaches how to integrate these five principles into program design and delivery and provides the resources and tools to do so.

- Participants will receive HIGH FIVE Principles of Healthy Child Development certification, which is recognized by many community organizations throughout Canada.
- Participants will learn how to design and implement a program where participants are safe, make friends, play, participate and master new skills
- Participants will leave with great resources and toolkits, and will also have access to a variety of online resources through HIGH FIVE's provincial website

• This training will be held at 485 Silvercreek Parkway N. Unit #1.

Full day session: Thursday March 24th 9:30 am to 4:30 pm or

2 evening sessions: Tuesday and Thursday March 29/31st from 5:30 to 8:30 pm

Space is limited so please register early. Call Courtney Horowitz at 519 821 8089 ext. 205



The Central West Region Autism Training Initiative Committee is pleased to announce that once again it will be offering no cost training workshops funded by the Ministry of Children and Youth Services.

Visit the website for more information about the workshops and to register

New dates are as follows

March 22nd Understanding the Social World

April 19th Support Strategies for Difficult situations

May 17th Using Visuals

All sessions will be 7 to 9 pm and will be held at:

Ontario Early Years Centre

311 Foster Street, Mount Forest, ON

<http://www.kerrysplaceautismservices.org/RespiteTraining/>