

Quality Respite and Home Care, Inc. 777 North First Street, Suite 300 San Jose, CA 95112

Return Service Requested



## **Quality Respite and Home Care, Inc.**

777 N 1st St #300 San Jose, CA 95112 Tel: (408) 244-5600 Fax: (408) 244-5605

www.qualityrespiteandhomecareinc.com Info@qualityrespiteandhomecareinc.com

#### **Dear Valued Client:**

Our staff strives to provide you courteous and helpful support. Your reply will be utilized in improving our quality of providing support. We send out newsletters in the beginning of each month to keep you all updated. If you prefer to receive this newsletter in a language other than English, please let us know below. You can email, mail or fax this form back to our office. Thank you so much for your assistance.

Clients Name:

Preferred Language:
Estimado Cliente:
Nuestro personal se esfuerza por brindarle un apoyo cortes y útil. Su respuesta se utilizara para mejorar nuestra calidad de brindar soporte. Enviamos boletines a principios de cada mes para mantenerlos actualizados. Si prefiere recibir este boletín en un idioma que no sea inglés, háganoslo saber a continuación. Puede enviarnos el formulario por correo postal, fax, o correo electrónico, como usted prefiera. Muchas gracias por su asistencia.
Nombre del Cliente:
Idioma preferido:
Trong nổ lực cung cấp mọi dữ kiện có lợi ích cho bạn, chúng tôi gởi thư thông tin mỗi đầu tháng để cập nhật tất cả tin tức cần thiết. Những câu hỏi, ý kiến đóng góp của bạn sẽ giúp chúng tôi cải thiện cách làm việc tốt đẹp hơn.
Nếu bạn muốn nhận được bản tin này bằng tiếng Việt xin cho biết bằng email, gởi thư qua bưu điện, hay fax bản mẫu này tới văn phòng chúng tôi. Cám ơn bạn rất nhiều.
Tên khách hàng:
Ngôn ngữ ưa thích:

## Kerry's Korner:)

Thank you for your patience as we continue to grow our wonderful staff of caregivers. I know sometimes it can be a bit frustrating, just please know that we are doing everything in our power to make sure you get to use all the hours you need during the month! If you are flexible with your hours, let the office staff know and they will do their best to work in your hours for the days requested!

Of course, if there is someone you want to work directly with your child, we can hire them directly as our employee. Then they can cover your respite hours for you, while being paid by us to do so:)

Just contact our office at the number on the front of this newsletter we will be more than happy to make the proper accommodations to have them get through orientation just as quickly as possible.

# It's Daylight Savings Time Again!!



Don't forget the clocks go forward on Sunday, March 13th!!



## Caregiver Availability!

Now that the restrictions are getting lifted, we will be starting to have our Caregiver meetings again!!:) This doesn't effect you too much, just be on the lookout for dates we may have caregivers unavailable for visits to attend the meetings:)

Please keep in mind, all our caregivers work with many families, and because there has been such a shortage of caregivers we have had to split up a lot of the time frames to accommodate everyone's needs:) That way it shares the wealth:) After all sharing is caring:)

Thank you everyone for your patience as we work our way out of this pandemic and into a world of new normalcy;)



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## **Client Newsletter**

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## Scheduling for school breaks!

As everyone knows each school seems to have a different time that they schedule week breaks and / or days off!

To ensure you can get as much respite as necessary, please plan your respite ahead of time, as much as possible. This way we can do our best to be sure we have enough caregivers available to cover everyone's needs.

Hard to believe its already March but before we know it will be summertime and all the kids will be out of school! If you already know of family vacations you will be taking please let us know so we can help make sure can use up your hours prior to your vacation:)

## **Office Contact for Schedules**

We wanted to make sure everyone has the correct information to contact our office personnel!! Here is a list of emails to contact everyone directly if needed:

Scheduling/Client concerns—Kerry's email please - info@qualityrespiteandhomecareinc.com

General questions —Vanessa's email please - admin@qualityrespiteandhomecareinc.com

General questions—Danette's email please—admin2@qualityrespiteandhomecareinc.com

Both Vanessa & Danette Se Habla Espanol

Human Resources—Kerry or Christine email please - hr@qualityrespiteandhomecareinc.com

Compliments/general concerns—Christine's email please- christine@qualityrespiteandhomecareinc.com

Of course your can reach us Monday through Friday from 8:00AM to 5:00PM by phone. You are welcome to leave a voicemail if you are calling after hours on the main number and we will return your call the next business day. If you have a scheduling cancellation or an emergency where you would need to try to have a caregiver come during non-business hours, our voicemail lists another phone number in which to call. If you do receive voicemail, please leave a message and the on-call scheduler will do their very best to get your request covered and will return your call as quickly as possible.

We are starting to get March schedules, as February has just flown by!! If you happen to know your schedule already you can give it to us verbally, or you may email it over to us at info@qualityrespiteandhomecareinc.com. Thank you so much for your allowing us to be in your children's lives! It brings all of us so much joy and happiness!