

## November 2022



### Day light Savings

Nov 6, 2022 - Daylight Saving Time Ends  
When local daylight time is about to reach  
Sunday, November 6, 2022, 2:00:00 am clocks are  
turned backward 1 hour to  
Sunday, November 6, 2022, 1:00:00 am local  
standard time instead.

Sunrise and sunset will be about 1 hour earlier on  
Nov 6, 2022 than the day before. There will be  
more light in the morning.

Also called Fall Back and Winter Time.

We want to hear from you! . . .



Would you like to add something to  
the news letter please submit to....  
[sarah.clark@c-a-s-s.org](mailto:sarah.clark@c-a-s-s.org)

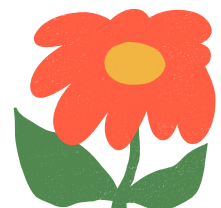
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# Taking care of Stress

**What can we do now to ensure stress doesn't end up taking a toll on our health, vitality, and peace of mind? Here are some suggestions for increasing stress resistance and avoiding burnout:**

**Re-evaluate your goals and prioritize them.** Evaluate their demands on you, and whether you're able to meet those demands.

**Learn how to say "no."** Know your limits and stick to them. Whether in your personal or professional life, taking on more than you can handle is a recipe for stress.

**Re-evaluate your to-do list.** Analyze your schedule, responsibilities, and daily tasks. If you've got too much on your plate, cut tasks that aren't truly necessary to the bottom of the list, or drop them entirely.

**Express your feelings instead of bottling them up.** If something or someone is bothering you, respectfully communicate your concerns. If you don't voice your feelings, resentment will build and the situation will stay stressful.

## **Taking Charge of Stress**

Make healthy lifestyle choices. Eating a healthy & balanced diet. Get plenty of exercise. And try to get enough restful sleep. These things go a long way when it comes to managing stress.

**Don't try to control the uncontrollable.** Many things in life are outside our control, particularly the behaviour of others. Rather than stressing out over them, focus on the things you can control. These include the way you react to problems.

**Focus on the positive.** When stress is getting you down, take a moment to reflect on all the things you appreciate in your life. This should include your own positive qualities and gifts. This simple strategy can help you keep things in perspective. Make a change! How you think has a profound effect on your emotional and physical well-being. Each time you think a negative thought about yourself, it triggers a stress response in the body.

# Staff Training

WELCOME TO ALL NEW CASS STAFF!

Check out the CASS Website – [www.c-a-s-s.org](http://www.c-a-s-s.org) for all your training requirements. Once logged in, go to Training in the Staff Quick Links section for a complete list of required (and, some optional) training. If you have questions email [training@c-a-s-s.org](mailto:training@c-a-s-s.org) Be sure and let your coordinator know your training days so schedules can be changed to accommodate your client.

Abuse Awareness Training – Expires every three years

Open Future Learning (OFL) – Two modules of OFL are mandatory for all CASS Staff –

“Challenging Behaviours” and “Introduction to Your Role”. Email [training@c-a-s-s.org](mailto:training@c-a-s-s.org) to register for OFL. No expiration.

Challenging Behaviours – Part II – on the CASS Website - No expiration

Medication Administration – If you need Med Admin for your position with CASS, email [training@c-a-s-s.org](mailto:training@c-a-s-s.org) to register for this course. When you have completed the course, please email [thomas.brosh@c-a-s-s.org](mailto:thomas.brosh@c-a-s-s.org) - he will arrange to do the practicum remotely.

Health and Safety – This course is available on line – log in to the website then [staff resources>training>Health and Safety](#).

First Aid/CPR – First Aid/CPR – Staff needing to update their First Aid/CPR need to be sure the trainer is Government of Alberta OH&S Approved. The following link gives a list of the approved training providers:

<http://humanservices.alberta.ca/working-in-alberta/1348.html>

Many safety training venues are offering two-part First Aid classes with an on-line portion to start and a review and CPR practice in the classroom. The maximum billable hours for First Aid is now 8 hours.

# Staff training continued...

There are three separate steps to completing your CPI Training

- 1) online training through CPI
- 2) zoom review and discussions with the instructor, and
- 3) a group session to practice the “physicals” part of the training

Please follow the instructions below to complete this training.

I. Click on this link to register

<https://calendly.com/sarah-mcmillen-cpi/cpi-training>

Choose only one date.

Thursdays unless otherwise specified

November 3

November 17

December 1

II. You are required to complete the CASS Voluntary Payroll Deduction Form found on the website under Forms and Documents, and email it to [reception@c-a-s-s.org](mailto:reception@c-a-s-s.org)

III. You will receive an email / link from CPI about two weeks before your chosen date – you must complete the online work the Monday before your chosen date.

IV. You will receive an email from the instructor, Sarah McMillen the week of your date, inviting you to attend a zoom meeting for review and discussions on the material you completed online with CPI.

V. You will register to attend the “physicals” portion of the training – go to this link –

<https://calendly.com/sarah-mcmillen-cpi/cpi-physicals>

# Remembrance Day Events

No Stone Left Alone - Queen's Park - Nov. 2 - 4, 2022

Queens Park Cemetery, 3219 4 St NW | 8:30 a.m. - 3:30 p.m.

Students from St. Joseph's School will participate in a No Stone Left Alone ceremony and lay poppies on gravestones of fallen soldiers.

No Stone Left Alone - Burnsland Cemetery - Nov. 7, 2022

Burnsland Cemetery, 3020 Spiller Road SE | 9:30 a.m. - noon

A traditional remembrance ceremony followed by the students laying poppies at all of the veteran's headstones within the cemetery

Union Cemetery, 3025 Spiller Road SE | 12:30 - 3 p.m.

Working alongside the No Stone Left Alone Memorial Foundation, homeschoolers and their families will attend a brief memorial ceremony, and then lay poppies at the headstones of the veterans in the Field of Honour.

Friday, 11 November 2022

Please join us at The Military Museums this November 11th for our Remembrance Day ceremony.

The Military Museums  
4520 Crowchild Trail SW  
Calgary, Alberta

Remembrance Day Notice

For those unable to attend we will also be hosting a virtual event which will be live-streamed on our Facebook page beginning at 10:20 am MT.

The museum will open its doors to the public after the Remembrance Day service at 12:00 pm and will close at 6:00 pm. Admission to the Museum will not require advance booking and will be by donation. We will not be accepting food bank donations this year.

- 10:00AM Arrival of VIPs and Guests of Honour
- 10:57AM Last Post is performed, flags lowered
- 11:00AM Act of Remembrance, 2 Mins of Silence
- 11:05AM Ceremonial wreaths are laid