

All Around



Issue 233

August 2020

Around Archway...

ACT

20 years!!!!

Amy Miller is a staple to the ACT program. Her knowledge of the job, relationships with those in the community and tireless effort have no equal and prove to be an immense asset to the program. Her commitment to the consumers and her staff shine through in all that she does. One may think that after 20 years of service, the day would be routine with possibly some loss of



passion. Such is not the case for Amy. She approaches each day with the same tenacity, compassion, empathy and quality driven aptitude as she has for the past 20 years. Amy goes above and beyond to ensure the consumers receive everything that they need to thrive that is within her power and beyond. Due to Amy's love of her work and care for the consumers she can tell you without checking a consumer's interests, allergies and strengths. This personal touch is the backbone of the program. She supervises and teaches her staff with this same caring heart, which is why I believe that they themselves continue to display this for their caseloads. She puts that same drive into taking care of her staff by ensuring that they are heard, recognized and supported. Not even COVID 19 was a match for Amy. Once she learned what was expected she made the adjustments and continued to address the needs in unique ways by sending "care packages" with an individualized touch for each consumer to aid in brightening their day and showing that they are still in our thoughts even in this social health crisis. Amy Miller is a true light to ACT that never deems.

Hope/Discover

Pretty Green Day, wouldn't you say! Archway continues to go Green. In this particular case we're not talking about our Birds! Newly installed solar panels at our Washington Township location (Home of Hope and Discover, and the ACT programs). Yup we continue to DISCOVER many ways to service or youth, and our earth in this case. HOPE you can too!



Dental Contribution Refund

Due to the Covid19 pandemic and the impact it has had on access to dental care, Horizon Blue Cross Blue Shield will be issuing a 25% credit to Archway Programs for dental premiums for the months of April and May. Archway has decided to pass this entire credit on to all employees who were enrolled in any dental plan for those two months even though Archway paid a portion of those premiums. In other words, Archway will not keep its portion of the credit but instead will give it to the employees in the dental plans.

If you are currently receiving a paycheck from Archway, you should anticipate seeing the credit in your paycheck sometime in July.

If you are not currently receiving a paycheck from Archway, we will apply the credit to what you owe from your missed payroll contributions. The amount you will payback will be spread across the remaining pay periods in the 2020 calendar year.

Step By Step

ELEPHANT TOOTHPASTE

Check out this fun, and slightly messy, science experiment from the Step By Step team. This strong multi-sensory science project is extremely popular among our program. Have fun playing with the foam after the experiment is over. It's safe to touch because all that foam is just soap, water and oxygen. In fact, the foam and bottle feel warm because the reaction is exothermic--it releases energy as heat!!

Other ideas to try and discuss:

Add food coloring for a more visual effect and simply because.... It's awesome!

Try adding more or less yeast when doing the experiment again. How does this affect the amount of foam produced?

Try the experiment again, but change the size of the bottle. How does this affect the amount of foam produced?



Elephant Toothpaste
© Food52.com

What you need:

- 12 oz plastic bottle or larger
- hydrogen peroxide (3%)
- dish soap
- dry yeast
- warm water
- baking sheet

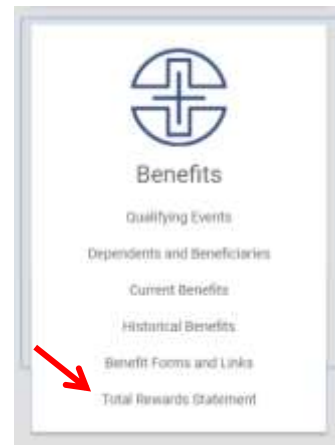
What to do:

1. Prepare yeast solution by adding dry yeast to warm water and wait a few minutes until it becomes frothy.
2. Pour 2 inches of hydrogen peroxide (3%) into the bottle.
3. Place bottle on baking sheet.
4. Squeeze in a good squirt of dish soap.
5. Pour in yeast solution (3 tablespoons).

What's new in Paycom?



When you log into Employee Self Service in Paycom you will see your 2019 Total Rewards Statement. This statement will show you what you earned in direct compensation (salary) and indirect compensation (company-paid benefits, paid time off, taxes etc.). This statement can be found in the Benefits section of Paycom and reflects figures for calendar year 2019.



Many employees focus on their net pay and don't realize what goes into their total compensation package. The Total Rewards Statement details the value of your total compensation and benefits package and highlights our commitment and investment in you.

We appreciate your hard work and dedication to Archway Programs. Our employees are our most valuable asset.

Quote of the Month

You are not here merely to make a living. You are here in order to enable the world to live more amply, with greater vision, with a finer spirit of hope and achievement. You are here to enrich the world, and you impoverish yourself if you forget the errand.

Woodrow Wilson

August Birthdays



Michael	Heiman	01	Upper School
Catherine	Marks	02	Just Kids
Brenda	Hill	03	Thompson Grove CH
Tracy	McShea	07	Step by Step
Jennifer	Olaya	08	Upper School
Denise	Milazzo	09	General Admin
Kimberly	Baitzel	09	Upper School
Wanda	Allen	10	Just Kids
Jaymie	Swanson	10	Upper School
Elizabeth	Gallen	12	Lower School
Sandra	Goc	14	Lower School
Edith	Fuller	16	Thompson Grove CH
Debra	Roach	16	Upper School
Tammy	Kaminski	18	Lower School
Lewann	Lafferty	19	PCS-DISCOVER
Madison	Burke	19	Just Kids
Lisa	Washington	19	Thompson Grove CH
Rebecca	Klein	20	Step by Step
Aveona	Moore	26	Lower School
Diane	Spera	27	Step by Step
Francis	Gervasio	28	General Admin
Lenora	Mitchell	28	Just Kids
Clarissa	Hernandez Ortiz	28	Lower School
Seamus	Lafferty	28	Lower School
Amy	Miller	29	ACT
Monique	Bailey	30	Medford CH
Natalie	Fanelle-Thompson	30	Just Kids
Carly	Wroblewski	30	Lower School

SwiftMD for **ALL** Employees!



ALL employees and their dependents are eligible for this **free** benefit – telemedicine through SwiftMD. Telemedicine gives you access to a U.S. Board-Certified physician via telephone for assistance with medical conditions such as allergies, flu, earaches, sore throats and much more. This service is available 24/7 for you, your spouse and your dependent children up to age 26. Best of all – it is free! No payroll deductions or copays. By using telemedicine through SwiftMD you eliminate a trip to your doctor’s office saving you time and money. No office visit copay. No using PTO or New Jersey Paid Sick Leave.

How do I enroll?

We will take care of that for you. The only thing you will need to do is enter your dependent’s information into Paycom. If you currently cover your dependents under a medical or dental plan through Archway Programs, their information is already there. In this case, you will not need to add them.

How do I access SwiftMD?

When your membership becomes active on the first of the month after 60 days of employment, simply call their toll-free number 1-833-794-3863 when seeking health advice.

Your membership will be verified, and then your appointment will be scheduled. Receive a call back within 30 minutes of scheduling your appointment!

Quarantine Humor

Me after washing my hands for 20 seconds 126 times in one day





Do you know anyone who is looking for a job and loves working with children? We are looking to fill part-time positions in our Just Kids before and after school care program.

If you refer someone for employment and they are hired between now and September 30, 2020 you will receive \$250 after they complete 6 months of continuous employment. Additionally, they will receive \$250 after 6 months of employment! You will need to complete the attached Employee Referral Bonus Form to be eligible for the payout.

This form must be submitted to the Human Resources Department within one week of the referred candidate's date of hire.

A listing of the open positions, their location and hours can be found below.

The person you are referring can apply right online by going to www.archwayprograms.org and clicking on the Careers tab. There is space on the application where they can put your name as the Referral Source so make sure you tell them to fill that out. We want to make sure you get your bonus. One more thing – there is no limit on the number of people you can refer!

If you have any questions about the positions available or the bonus, please do not hesitate to contact Denise Milazzo in the Human Resources Department at (856)-767-5757 ext. 221.

District	School	Position	AM	PM
Barrington	Avon	Supervisor	6:45 – 8:35 am	2:45 – 6:00 pm
Barrington	Avon	Assistant		2:45 – 6:00 pm
Barrington	Avon	Assistant		2:45 – 6:00 pm
Collingswood	Newbie	Supervisor		2:45 – 6:00 pm
Collingswood	Newbie	Assistant		2:45 – 6:00 pm
Collingswood	Newbie	Assistant		2:45 – 6:00 pm
Collingswood	Tatem	Assistant		2:45 – 6:00 pm
Collingswood	Penguins	Supervisor		2:45 – 6:00 pm
Collingswood	Penguins	Assistant		2:45 – 6:00 pm
Collingswood	Penguins	Assistant		2:45 – 6:00 pm
Collingswood	Penguins	Assistant		2:45 – 6:00 pm
Logan Twp.	Center Square	Supervisor	6:45 – 8:40 am	3:15 – 6:00 pm
Logan Twp.	Center Square	Assistant	6:45 – 8:40 am	
Magnolia	Magnolia	Assistant	6:45 – 8:40 am	2:45 - 6:00 pm
Merchantville	Merchantville	Assistant		2:45 – 6:00 pm
National Park	National Park	Supervisor	6:45 – 8:30 am	2:45 – 6:00 pm
National Park	National Park	Assistant	6:45 – 8:30 am	2:45 – 6:00 pm
Oaklyn	Oaklyn	Assistant		2:45 – 6:00 pm
Pine Hill	Albert Bean	Assistant	6:45 - 8:45 am	3:00 – 6:00 pm
Pine Hill	John Glenn	Supervisor	6:45 - 8:45 am	3:00 – 6:00 pm
Pine Hill	John Glenn	Assistant	6:45 - 8:45 am	3:00 – 6:00 pm
Pine Hill	John Glenn	Assistant	6:45 - 8:45 am	3:00 – 6:00 pm
Pine Hill	John Glenn	Assistant	6:45 - 8:45 am	3:00 – 6:00 pm
Pine Hill	John Glenn	Assistant	6:45 - 8:45 am	3:00 – 6:00 pm
Waterford	Thomas Richards	Assistant	6:30 – 8:30 am	3:15 – 6:00 pm
Franklinville	Janvier	Assistant	6:45 -9:12 am	
Westville	Parkview	Supervisor	6:45 – 8:30 am	2:45 – 6:00 pm



Employee Referral Bonus Form

Archway Employee (please print)

Name _____

Program _____

Phone number _____

Referred Candidate (please print)

Name _____

Position being referred to _____

Program _____

Employee Signature _____

Date _____

****This form must be submitted to the Human Resources Department within one week of the referred candidate's date of hire.**

For HR use only

Approved by _____

Date _____