

ESW Newsletter

TERM 1 2011



Welcome back to Term One 2011. We hope you had a pleasant and relaxing break with family and friends and are looking forward to another busy and enjoyable term. The children and the Centre staff will all be delighted to see you and will welcome your support.

Dates to remember this term are:

- **Term 1:** Tuesday 1 February - 15 April 2011
Term 2: 2 May - 15 July 2011
Term 3: 1 August - 7 October 2011
Term 4: 25 October - ? December 2011- to be confirmed

ESW Workshop: Friday 1 April 2011, 12.30- 2.30pm.

The topic will be ABC and Beyond. This will be presented by Estelle Pretorius and Anita Wilson, Speech Language Therapists.

If you have not already completed your goal sheets as part of your appraisal, please bring these to the workshop.

Business Manager - from Nan: I will be finishing at McKenzie Centre on Friday, 11th February. It was a difficult decision but I have decided to study full-time and finish the LLB that I started in 2006. I am planning to specialise in disability and not-for-profit law, to support families, adults and children with special needs such as those we support at McKenzie Centre. I will also volunteer at McKenzie Centre whenever possible.

While studying, I will be clerking with Tony Banks, Barrister and Solicitor. Tony's practise encompasses general law (small business transactions, wills, trusts, conveyancing etc) as well as a specialisation in disability and not-for-profit law.

From Monday, 24th January, Helen Gempton is the Business Manager. I will be here in a supporting role for a few weeks. I am pleased to be leaving the role in such competent hands.

McKenzie Centre will be hosting a farewell and welcome function at the Centre for myself and Helen. This will be on Thursday 10th February at 4:30 pm. You are invited to attend.

My contact details after 11th February are 07 829 7244 (home), 021 250 0315 (cell) and nanogsoren@slingshot.co.nz or nanogsoren@alumni.upenn.edu

Introducing Helen:

Hello everyone

I am thrilled to be the new Business Manager at McKenzie Centre, but have to admit to being extremely nervous about stepping into the very big shoes left by our wonderful Nan! Talk about a hard act to follow! However, I have a huge passion for, and commitment to, McKenzie Centre, and I'm sure that will stand me in good stead.

I have a background as a lawyer and, prior to coming to McKenzie Centre, worked for seven years in the disability sector for a family support and advocacy organisation, Parent to Parent.

My very happy association with McKenzie Centre goes back many years, first as a parent, then as a Trustee (for an embarrassingly long time!) and now as an employee. I am married to Brian and am the mother of two teenage daughters, Lara and Marin. Our family first became involved with McKenzie Centre in 1998,

when Marin was diagnosed with a genetic condition, which causes epilepsy, intellectual disability and health issues. She is now 13 and a delightful young lady with a head full of dreams for her future, and a wicked sense of humour! Lara, nearly 15, is also wonderful (yes, teenagers can be lovely!), is an incredibly good sister, and is my IT and fashion guru!

I understand the enormous value of early intervention and how lucky the Waikato is to have the unique McKenzie Centre, and its quality services and support. When I look back on those early years, I have no doubt that McKenzie Centre played a pivotal role in building resilience and strength in our family so that we could look to the future with hope and optimism.

I am looking forward to meeting you all over the coming weeks, and can't wait to get my teeth into my new role to help support the wonderful work that McKenzie Centre does for children and families in the Waikato.

Helen

Ps Just because every mother loves to brag, here are my lovely girls!



Marin

Lara

Name Badges:

Please remember to wear your name badges when you are working in your kindergarten or early childhood centre. Not only does it let other people know your name, it also identifies you as being a valuable member of our McKenzie Centre team. If you do not have a name badge please contact Sandra Harris at McKenzie Centre and ask her to organise one for you.

McKenzie Centre cell phone:

The McKenzie Centre mobile number is 027 359 7754. This can be used to text Sandra to ring you, or to let the administration team know you are going to be away or you are sick. If you are sick or unable to work for some reason and unable to ring us yourself, please ask someone to contact Sandra on your behalf, because families, centres and key workers (who may be affected by your absence) need to be notified. It is a Centre policy that you keep us informed of any absence.

Teresa can be contacted on 021 295 7204 when she is out visiting. If it is important you can either ring her or send a text message. Please don't leave a voice message as it is expensive to ring voicemail. If you would like to leave a voice message ring the McKenzie Centre number and use extension 712.

Housekeeping Reminders:

- Another reminder that attendance at **ESW Meetings** is compulsory and part of your employment conditions. A record is kept of your attendance.
- **IP** - read the goals and use the strategies as part of your role. Keep IP goals in mind when you are writing the journal at the end of a session. Please let your Key Worker know if you do not have a copy of the child's current IP. The early childhood centre will have a copy so you could ask to look at that.
- **Communication Journal** - As part of your role as an ESW you are expected to write in the child's journal each day, this only takes a few minutes and could be done while the child is eating or during mat time. Remember that what you are writing should reflect on how you are incorporating the goals

and the progress that is being made. The families value what you write and enjoy telling us what you have written when they come to McKenzie Centre.

- Please do not send text messages or receive phone calls on your personal mobiles while you are working with a child, phones need to be left in your bag.
- **Photos:** Do not use your own camera or phone to take photos of the children, use the centre's equipment. If you do have photos on your equipment or computer please delete them as this is a breach of privacy and confidentiality.
- Please do not make changes to your contracted hours without consultation with your Key Worker or Teresa as this can disrupt the visiting roster.
- The Kindergarten Association has a dress code policy and this requires staff to ensure that their tops and pants do not part and bottoms are not displayed while working with children. Please remember that you are representing McKenzie Centre when you are working as an ESW.
- Please ensure that you are familiar with the Early Childhood Centre's emergency procedures and any safety rules and policies.
- **Confidentiality:** It is important to always keep in mind that any information you receive in the course of your employment is confidential. This includes information about the child, the child's family, disability and circumstances. This also includes information about McKenzie centre and the staff.
- **Sickness:** If the child you are working with is absent from the Centre, you may stay at the centre and work with the other children, provided that the Centre is happy with this or come to McKenzie Centre to do alternative duties. You also have the option of taking leave without pay, however working from home is **not** an option.

McKenzie Centre Website:

You will find our parent and ESW newsletters online so you can keep up to date with us now and in the future: www.mckenziecentre.nzl.org
Lillian does a great job of updating the website. Take a look!

Do you know someone who you think is suitable to ESW work? We are often looking for new Education Support Workers to fill vacancies that current staff are unavailable for. If you know people who you think would be interested contact Sandra who will send an application form and job description

Remember to contact us if you have any concerns or questions at any time. We are always happy to hear from you. Have a good term!

Key Workers:

Estelle Pretorius	ext 704, Speech Language Therapist
Teresa Blake	ext 712, Early Intervention Teacher
Anita Wilson	ext 703, Speech Language Therapist
Andrée McGibbon	ext 707, Early Intervention Teacher
Ursula Rapley	ext 706, Early Intervention Teacher
Sue Scott	ext 706, Physiotherapist
Claire Hintz	ext 708, Occupational Therapist
Trisha Bengé	ext 710, Centre Director

Helen Gempton ext 702, Business Manager



As well as:

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 Lotteries Community Fund
 COGS (Dept. of Internal Affairs)
 Norah Howell Trust
 Debbie Wilson
 Freemasons
 Sir John Logan Campbell Trust
 Todd Foundation
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 Frozen Funds Trust
 Talking Tech Foundation
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 CJB Norwood Trust

Ministry of Health
 Hamilton City Council
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