

ESW Newsletter

TERM 1 2012



Welcome back, can you believe that it is time to go back to work already? We hope that you have all had a relaxing summer holiday and have managed to see some sunshine amongst all the clouds, wind and rain. The children and staff at the early childhood centres will be delighted to see you starting from the week beginning 7 February 2012. Most employment agreements have now been sent, please sign these and return a copy to McKenzie Centre as soon as possible.

Dates to Remember:

- ❖ Term 1 dates: The first day for children at McKenzie Centre will be 31 January 2012. The early childhood centres have already commenced and the last day of term will be Thursday 5 April 2012.
- ❖ ESW Workshop: **23 March 2012 starting at 1pm**. We will finish at 2.30pm. You are welcome to arrive from 12.30pm for a cuppa and a chat with fellow ESW's before the workshop. The topic this term will be **Back care** and will be run by Claire Hintz, Occupational Therapist and Sue Scott, Physiotherapist. Many people believe that back injuries at work most often occur due to the heavy lifting of objects, the truth is that individuals who sit while doing their work often suffer from more back injuries than those who are on their feet all day. However, precautions must be taken no matter what and taking care of your back at work is not a difficult task in that the simplest changes can make an incredible difference.

House Keeping

- ❖ Employment agreements are completed twice a year. Please take note of the start and end dates as when you sign the agreement you agree to work the time period specified. Children, families and early childhood centres are disadvantaged when changes are made.
- ❖ Please complete your time sheets daily as this will cut down on mistakes and the administration time used to amend errors. Sandra prefers to receive your time sheets by 4pm on Friday afternoons; however, for ESW's who work on Friday afternoons these can be emailed or faxed over the weekend.
- ❖ Some ESWs have requested a hat to wear during the summer months. McKenzie Centre will subsidise one of our hats if you are interested. The cost will be \$15.
- ❖ Most ESWs have received a pay rise so have moved to the next step of the scale. Some of you are already on the highest level; hence no change can be made. Also ESW's who have not yet worked a full year are not eligible.

Staff News

We are very sad to say that this is Andree's last term at McKenzie Centre. Andree is retiring and we wish her well with her plans for the future. Her position is currently being advertised, so we hope to have a new staff member to commence in Term 2.

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!

Remember to contact us if you have any concerns or questions at any time. We are always happy to hear from you. Have a great 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
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Sir John Logan Campbell Trust
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Hamilton City Council
Community Post
Page Trust
Trust Waikato
WDFP Karamu Trust
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countdown Hamilton Central
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Lion
Lido Cinema
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Clare Szabo - Prenzel
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