

# ESW Newsletter

TERM 2 2012



Welcome back to Term Two, we hope you had an enjoyable and relaxing holiday break and are ready for the new term. The beautiful weather we have had during the break will soon change to cooler weather with winter on its way. So please take care of yourselves and try to stay away from the winter colds and flu. Most Early Childhood Centre's have hand sanitizer available so please be vigilant with your hygiene so that you don't need time off for illness as the children and centre staff miss you when you are away. Don't forget the flu injection is available through Anglesea Clinic if you would like it. Just tell reception that you are from McKenzie Centre and the account will be sent here. After the injection you need to wait 20 minutes to ensure you do not have any reaction. If you are eligible to get the injection for free through your own GP please use this option.

## Dates to Remember:

- ✚ Term 2 dates: 23 April -29 June 2012.
- ✚ ESW Workshop: There will be no ESW workshop this term due to allocation of funding, and I am sure that you would agree that using the funding to support the children is extremely important. Your professional development will be individualized with visits to your early childhood centre and if you attend an IP meeting. These professional development opportunities are your chance to ask questions about developing your performance and increasing your skills with the children you are working with.

## House Keeping

- ✚ 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. Please assist the administration team by getting your time sheets in on time and completing the relevant boxes e.g. LWOP, Sick Leave (SL) correctly to avoid any misunderstanding.
- ✚ Early Childhood Centres have varying philosophies, please familiarise yourself with the philosophy of the centre(s) you work at and respect that this is what the parents have chosen for their child.
- ✚ The High Tea High Fashion event that was organised by McKenzie Centre and held on 1 April 2012, was thoroughly enjoyed by the people who attended. The event raised funds for McKenzie Centre and this will assist with the running costs. We also got a great donation from Pak n Save, so if any of you placed tokens in our container in January, thank you. We got one of the largest donations!
- ✚ Please make a note of the dates for the ESW workshops so that you do not miss out on some professional development. The last workshop was only attended by eight ESW's and this was disappointing. **Please remember that there is an expectation that you will attend workshops as part of your employment.** The next ESW workshop is planned for Term 4.
- ✚ 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. Please also remember when the Visiting Teacher is with you at an ECC that you do not use the name of

another child that you work with who does not attend that ECC. Alert the Visiting Teacher that you wish to discuss another child so that confidentiality is respected. **Children and families have a right to privacy.**

### Back Care:

Key points from the ESW Workshop were:

#### **Minimize the risk of injury-**

- ⦿ Plan your lift, know where you are lifting an item to, is the route clear of obstacles, can you alter the environment to ease the lift.
- ⦿ Prepare your body, consider your fitness, health, stress levels.
- ⦿ Hug the load, keep the load close as it becomes much heavier if held away from your body
- ⦿ Avoid twisting and side bending, move your feet.
- ⦿ Adjust the height
- ⦿ Use equipment safely, know your limits and ask for help
- ⦿ Co-ordinate the lift, lift with others who are a similar height, 1-2-3 Lift
- ⦿ Use semi-squat position
- ⦿ Breathe out on effort

### Staff News

As you know Andree McGibbon, Early Intervention Teacher, retired at the end of last term. Andree got married in the holidays and is preparing for an overseas trip, doesn't that sound exciting. **Annette Hattie, Early Intervention Teacher**, who has been working for the Ministry of Education in Auckland, has joined the team at McKenzie Centre. She will be catching up with the ESWs who support the children on her case load during the term. Have a look on our website for a longer introduction to Annette.

A warm welcome to the following ESWs who have started working for McKenzie Centre this year; Leanne Furer, working in the Te Awamutu area, Katie Gilliland, working in Cambridge, Ruiha Moeke, working in Huntly, Janet Broadley, working in the Hamilton area and Jenna Smith working in Ngaruawahia.

### Lollipops

Lollipops have kindly offered McKenzie Centre families their premises for a free family evening on Tuesday July 31<sup>st</sup> from 5.30 till 8pm. If you would like to join the families during that evening you would be most welcome.

### 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](http://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
Annette Hattie	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



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