

# ESW Newsletter

TERM 3 2012



Welcome back to Term Three, we hope you had an enjoyable and relaxing holiday break and are ready for the new term. It has certainly been cool in the mornings lately with frost on the ground, roof tops, plants and anywhere else that it may settle on. The early lambs and calves are in the paddocks which is an indication that spring is on its way. There are various strains of the flu around at the moment so take precautions to avoid catching them. There are hand sanitizers in most early childhood centres so make use of them. Encourage the children to catch their cough in their inner elbow.

## Dates to Remember

- ✚ Term 3 dates: 16 July-28 September 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.
- ✚ New contracts have been sent out, so please sign these and return a copy to McKenzie Centre as soon as possible so that the admin team can enter your hours of employment into the computer system for the pay roll.
- ✚ Please take note of the start and end dates as some children are going to school at varying times throughout the next six months.
- ✚ Remember to wear your name badge while working in the early childhood centres, this identifies who you work for and your name, there are often relievers working in the early childhood centres.
- ✚ Let McKenzie Centre know if you have changed:
  1. Your home phone number or no longer have a land line
  2. Your cell phone number
  3. Your email address
  4. Your addressThis will ensure that our records are kept up to date.
- ✚ 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.**

- ✚ **Communication Journals:** ESW's have been commenting to the Visiting Teacher that the child's communication journal is not always available to write in. When this situation occurs, write on a piece of paper and place it in the child's bag. Some ESW's are typing their entries on their computers at home. This is not an expectation of McKenzie Centre, however you can use this method if you prefer. Please delete the information from your computer to ensure that confidentiality is respected.
- ✚ **Requests for leave** need to be in writing, either a letter or email to Teresa or Trisha, we do try to accommodate these requests but this can be dependent on the level of support that the child/children you are working with requires. The families, children and early childhood centres are inconvenienced when leave is taken during term time so when possible please use the school holidays. When signing your contracts you are agreeing to working the times and dates specified.

### ESW Newsletters

It is important that you receive the ESW newsletter each term to be up to date with current information and important dates. If you do not receive it via email or post in the first three weeks of the term, please contact Sandra via email or phone.

### 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. If you have young children please bring them along, they need to wear a pair of socks.

### Magazines

If anyone has any House and Garden magazines or Australian Women's Weekly's that they no longer require, please give them to Teresa, they are needed for a Christmas activity. Thank-you

### 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



As well as:

Ministry of Education, Special Education  
 Lotteries Community Fund  
 COGS (Dept. of Internal Affairs)  
 Norah Howell Trust  
 Debbie Wilson  
 Freemasons  
 Sir John Logan Campbell Trust  
 Todd Foundation  
 Gallagher Charitable Trust  
 Frozen Funds Trust  
 Talking Tech Foundation  
 Ministry of Social Development  
 CJB Norwood Trust

Ministry of Health  
 Hamilton City Council  
 Community Post  
 Page Trust  
 Trust Waikato  
 WDFE Karamu Trust  
 John Illott Trust  
 Community Post  
 ANZ Staff Foundation  
 Gull Community Grants  
 AXA Hearts in Action  
 Tidd Foundation  
 Walt Disney - Handy Manny

And our donors and sponsors (private donors names not published for privacy reasons)

Southwell School Chapel fund  
 Matt Fitzsimmons  
 Nicola Inglis Photography  
 Stace Hammond Barristers & Solicitors  
 New World Te Rapa  
 Proform Plastics  
 Crombie Lockwood  
 PR Building Services Ltd  
 Waikato Geely  
 Countdown Te Awamutu  
 Business Enabling Systems Ltd  
 Fonterra Co-operative Group Te Rapa  
 CF Reese Plumbing  
 Te Kowhai Automotive  
 Pollard, Grant & Cunningham Families  
 Align Surveyors  
 Beverley Andrew  
 Novus

Hamilton City Hawks  
 Wiggins family  
 Spike @School  
 X3 Utility Services  
 Manu Bay Wines  
 BNZ partners  
 Fusion Print Group Ltd  
 True Colours  
 Everest Airconditioning Ltd  
 countdown Hamilton Central  
 Stragglers Rod & Kustom  
 Lion  
 Lido Cinema  
 Carlton Party Hire  
 Packaging House  
 Jo Foster - Tupperware  
 Friends of McKenzie Centre  
 St Francis Charitable Trust Board

Artworx  
 Cooper Aitken and Partners  
 U-Leisure  
 Hukanui Body Therapies  
 Eftco  
 Andrew Malcolm  
 hr connect  
 Lollipop's Playland  
 Hunt 4 Lunch Ltd  
 Ingham  
 BNZ Closed for Good  
 Dinsdale Feel Good Pharmacy  
 Red Cherry Café, Cambridge  
 The Olde Creamery Café, Kaipaki  
 Urben Hair  
 Clare Szabo - Prenzel  
 Metro Motors

Paper for this newsletter was kindly supplied by:



KONICA MINOLTA