

ESW Newsletter

TERM 1 2013



Happy New Year to you all and welcome back; another busy term is due to commence. We hope that you all had time to rest and relax during the holidays and feel refreshed and ready to continue the great work that you do with the children. The children will be delighted to see you after the long break and there will be a smile on the teacher's faces when they see you coming through the gate of the early childhood centre. The sun is shining, the sky is blue, the days are longer and the pohutakawa trees are in flower.

Dates to Remember

- ✚ **Term 1 dates:** The term commences on 4 February 2013 and the last date for the term is 19 April 2013.
- ✚ Easter falls during term one with Good Friday on 29 March 2013 and Easter Monday 1 April 2013, so is not part of the end of term break.
- ✚ ERO is visiting McKenzie Centre for a meeting on 27 February 2013 at 1 pm to talk to the staff, you are most welcome to attend if you are interested.

House Keeping

- ✚ 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.
- ✚ 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.
- ✚ The next ESW workshop will be held in Term 2, the topic and date will be advised in the next newsletter.
- ✚ Employment agreements for 2013 commence on 4 February.
- ✚ There will be a new pay scale from Term 1, 2013 which will give you all a pay increase, even those who are on the current top rate.
- ✚ Please remember not to change your hours of employment without consultation with Teresa.
- ✚ Attending personal events and being away does influence the families and early childhood centres. Please consider the children, centres and families when requesting leave. Leave requests must be in writing, an email is fine, so we have a record of the request.
- ✚ Attending IP meetings is part of your professional development. You are entitled to be paid for up to 1 ½ hours and should the meeting extend beyond this you can advise the key worker running the meeting that you need to leave.
- ✚ If you update your contact details please let Sandra know.
- ✚ When claiming mileage between centres please check using google maps for the shortest route and this is to be the number of kilometres that you claim. Should you choose to use an alternative route you must claim for the shortest route. This will be checked by the admin team and amended if necessary.

Christmas ESW Workshop:

It was great to see so many of you at the ESW workshop on 7 December 2012. The High Tea and gift are an appreciation of the work that you do to support the child/children in their early childhood centres. This is not only valued by the children and their families but also by the whole team at McKenzie Centre.

For those of you who did not attend, the activity was making a Christmas tree from two magazines by folding each of the pages and joining the two magazines at the spine. This activity was enjoyed and some ESW's added their own personal touches to create a beautiful tree.

Relieving:

Sometimes we ask you to relieve with a child in an early childhood centre who you do not know. Please talk to the staff and ask them for support. An alternative would be that a staff member uses it as an opportunity to work 1:1 with the child, while you engage with other children at the early childhood centre.

Lollipops:

There will be a Lollipops Evening for families on **Tuesday 26th February from 5.30pm till 7pm**, so put this in your diary as you are most welcome to join us.

ESW Information Book:

The ESW Information Book has been updated. This will be emailed to the ESW's who have email, please save this in your personal file so that it is available to you to use as a reference. The ESW's who do not have email will have a hard copy made available, these will either be posted out or given to you during a visit from the Visiting Specialist. Please read the information book to ensure you are familiar with the changes.

Education Review Office (ERO):

ERO is reviewing McKenzie Centre on 27 & 28 February 2013.

Helena Robcke:

Helena worked as an ESW for McKenzie Centre from October 2009 to December 2011. Unfortunately Helena had some health issues and she passed away on 14 January 2013. She was a wonderful ESW who loved her role and always had a smile on her face. She will be greatly missed.

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! Have a look at the family newsletter each term to keep you up to date with Centre news.

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!

Phone Extensions

Helen Gempton	ext 702, Business Manager
Anita Wilson	ext 703, Speech Language Therapist
Estelle Pretorius	ext 704, Speech Language Therapist
Ursula Rapley	ext 706, Early Intervention Teacher
Sue Scott	ext 706, Physiotherapist
Annette Hattie	ext 707, Early Intervention Teacher
Claire Hintz	ext 708, Occupational Therapist
Trisha Benge	ext 710, Centre Director
Teresa Blake	ext 712, Early Intervention Teacher

Useful Websites:

www.suelarkey.com
www.nzgg.org.nz/asd
www.asdguidelines.com

www.autismhouse.org.nz
www.pushplay.org.nz
www.downsyndrome.co.nz



As well as:

Ministry of Education, Special Education
Lotteries Community Fund
COGS (Dept. of Internal Affairs)
Norah Howell Trust
Walt Disney - Handy Manny
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

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

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CF Reese Plumbing
Te Kowhai Automotive
Pollard, Grant & Cunningham Families
Align Surveyors
Beverley Andrew
Novus
Blakes Hire Company
Lido Cinema

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
Ricoh
The Lawrenson Group

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
Urban Hair
Clare Szabo - Prenzel
Metro Motors
Waikato Diocesan School for Girls
New World Rototuna
Gilmours

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KONICA MINOLTA