

ESW Newsletter

TERM 2 2013



Welcome back to Term Two, we hope you had an enjoyable and relaxing holiday break and are ready for the new term. The rain has finally arrived and very soon will change to cold frosty or foggy mornings 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 Centres 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.

"To be inspired is great, but to inspire others is incredible". Anon

Dates to Remember

- ✚ Term 2 dates: The term commences on 6 May 2013 and the last date for the term is 12 July 2013.
- ✚ Queen's Birthday is Monday 3 June 2013.
- ✚ The Great Gatsby Movie Night on June 6th at the Lido Cinema, Hamilton. Contact Sandra for tickets. Please spread the word as we do need help selling tickets.
- ✚ Your current contracts finish during the week ending 28 June 2013 and new contracts will commence on 1 July 2013.
- ✚ Your first timesheet for the term is due Friday 10th May (for 1 week only) and fortnightly from then.

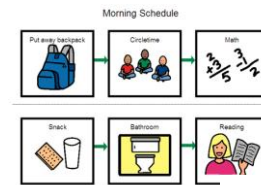
House Keeping

- ✚ 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.
- ✚ There have been some changes to hours and times on some contracts, so please sign beside these changes and return the contract 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, do not change your hours of employment without consultation with Teresa.
- ✚ Complete your time sheets daily as this will cut down on mistakes and the administration time used to amend errors. 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.
- ✚ Attending personal events and being away does affect 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. It is very important that you attend the IP meetings as it is an opportunity for you to share your knowledge about

the child and provide input into the decision for new goals. Also you are aware of the new goals and can begin to implement them into the child's day, while waiting for the Individual Plan to be completed and sent to you. Please bring your copy of the IP to the meeting.

ESW Workshop:

This will be held on Friday 14 June 2013 between 12.30 and 2.30pm. The topic is Visual Communication Strategies which includes the use of the Picture Exchange Communication System, PECS. This will be presented by Anita Wilson and Estelle Pretorius, Speech Language Therapists at McKenzie Centre. This is a professional development opportunity, so come along and gain some new knowledge.



Sickness-child:

If the child the ESW works with is absent from the Centre, there are several options. It is the responsibility of the ESW to contact McKenzie Centre admin team when this situation arises.

- The ESW may take leave without pay.
- If you choose not to take unpaid leave you are expected to work the normal hours on that day. This will involve alternative duties i.e. working at McKenzie Centre, or being redirected to work with another child when their ESW is absent.

Education Review Office (ERO):

Education Review Office, ERO, reviewed the Centre in February, and we now have our confirmed report. Please read this report, it is held in the foyer, and linked on our web site to ERO reviews of early childhood services. www.ero.govt.nz McKenzie Centre is “very well placed” to promote positive outcomes for children.

The review found that “Trustees contribute highly relevant skills and expertise to their governance roles”. That “a knowledgeable centre director provides professional leadership through coaching and mentoring”. And “a team approach to the many services provided by early intervention specialists, and an inclusive learning culture, ensures children and parents receive high quality intervention at all levels”. We were pleased the findings include “dedicated early intervention specialists work in partnership with parents to encourage and support individual children”.

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.

We are also on Facebook - have a look and ‘like us’.

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 Bengé	ext 710, Centre Director
Teresa Blake	ext 712, Early Intervention Teacher
Lillian Martin	ext 702, Office Coordinator

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)

Southwell School Chapel fund
Cooper Aitken and Partners
Stace Hammond Barristers & Solicitors
Proform Plastics
Crombie Lockwood
True Colours
Everest Airconditioning Ltd

BNZ Closed for Good
Lion
The Olde Creamery Café, Kaipaki
Metro Motors
Waikato Diocesan School for Girls
New World Rototuna
Kiwani's Westside Club

Hamilton City Hawks
Spike @School
X3 Utility Services
BNZ partners
Fusion Print Group Ltd
Lollipop's Playland W
Countdown Te Awamutu
Business Enabling Systems Ltd
Fonterra Co-operative Group Te Rapa
CF Reese Plumbing
Packaging House
Novus
Blakes Hire Company
The Lawrenson Group
Westside Kiwanis Club

Artworx
U-Leisure
New World Te Rapa
Andrew Malcolm
hr connect
Waikato Geely
Countdown Hamilton Central
Stragglers Rod & Kustom

Lido Cinema
Friends of McKenzie Centre
St Francis Charitable Trust Board
Ricoh
Gilmours
AON New Zealand

Ingham

Paper for this newsletter was kindly supplied by:



KONICA MINOLTA