

ESW Newsletter

TERM 1 2014



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.

McKenzie Centre has a whole new look since the renovations that took place during the holidays. Do come and have a look, it is truly fabulous.

A big welcome to our new ESW, Sharn Tairakena; she is working in the Ngaruawahia area.

Dates to Remember

- 📅 Term 1 dates: The term commences on 3 February 2014 and the last date for the term is 17 April 2013.
- 📅 Easter falls at the end of term one, so is part of the holiday break.
- 📅 It is anticipated the opening of the building celebration will be Friday 28 February 3pm - 5.30pm. The Blessing will take place at 4pm. You are all most welcome to attend. This is not yet confirmed so please pencil this into your diary.

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, as 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 2014 commence on 3 February and your hourly rate has been reviewed, so please take note of that on your contracts.
- 📅 Please remember not to change your hours of employment without consultation with Teresa and punctuality is very important.
- 📅 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 e.g. cell phone number 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.
- ✚ Time sheets are your responsibility, getting them in on time is important for the admin team to complete the payroll. Your entries should be done on a daily basis to ensure accuracy.

New Session, Tuesday afternoon: our reason for introducing another session is to try and eliminate our waiting list so families can be engaged earlier, because we know how important it is to begin early intervention as soon as possible. We will also amalgamate our Premmie babies into this session. This is another new initiative from us and is a result of feedback we have received directly from parents and in our surveys. It is also an initiative to support the Ministry of Educations goal to have 98% participation in early childhood, particularly to support the participation of children with special needs.

Relieving:

Sometimes we ask you to relieve with a child in an early childhood centre who you do not know. Please talk to the early childhood centre 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.

ESW Information Book:

With a new year commencing it would be a good time to refresh yourself with the ESW Information Book. If you do not have one please contact Sandra in admin.

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 and Facebook. 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
Sue Scott	ext 703, Physiotherapist
Suzanne Kok	ext 704, Early Intervention Teacher
Stephanie Wacker	ext 706, Early Intervention Teacher
Estelle Pretorius	ext 707, Speech Language Therapist
Claire Hintz	ext 708, Occupational Therapist
Trisha Bengé	ext 710, Centre Director
Teresa Blake	ext 712, Early Intervention Teacher
Ruth Michels	ext 713, Early Intervention Teacher, Assistive Technology

Useful Websites:

www.suelarkey.com

www.pushplay.org.nz

www.downsyndrome.co.nz

www.autismhouse.org.nz

www.nzgg.org.nz/asd

www.asdguidelines.com

Judi Mallard, ESW, read 'The Spark' by Kristine Barnett during the holidays and she recommends it. The story is about a mother who has a child on the autistic spectrum



As well as:

Ministry of Education, Special Education
 Lotteries Community Fund
 COGS (Dept. of Internal Affairs)
 Norah Howell Trust
 Walt Disney - Handy Manny
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 Hamilton City Council
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 St Francis Charitable Trust Board
 Ricoh
 The Lawrenson Group
 A1 Cleaning
 Meyer Gouda Cheese
 The Entertainment Book

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
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KONICA MINOLTA