

# ESW Newsletter

TERM 2 2014



*“Even the wisest mind has something yet to learn” George Santayana*



Welcome back to Term Two, we hope you had an enjoyable and relaxing holiday break and are ready for the new term. The weather is cooler and winter is on its way, so please take care of yourselves and use the hand sanitizers that are usually available at early childhood centres to help prevent illness. Also don't forget that the flu vaccine is available. For more information about this, ask the admin team.

## Photo: The McKenzie Centre Opening Celebration

This was a wonderful occasion and a chance for us to thank everyone involved with the building project.

## Dates to Remember

- ✚ Term 2 dates: The term commences on 5 May 2014 and the last date for the term is 4 July 2014.
- ✚ Your current contracts finish on, or before, 30 June 2014 and new contracts commence on Tuesday 1 July 2014.
- ✚ ESW workshop will be 20 June 2014 1.00-2.30pm.

## House Keeping

- ✚ McKenzie Centre has agreed to pay ESW's for Good Friday, provided that Friday is a typical day of work, even though the end date for the term was Thursday 17 April 2014. There is no legal requirement for McKenzie Centre to do this, but it is a gesture of goodwill and an indication of how much you are valued.
- ✚ Some new contracts and changes to current contracts have been sent out, so please sign these and return a copy to McKenzie Centre as soon as possible. The admin team can then 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.
- ✚ 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 have an impact on 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 1½ 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.

### Time sheets:

The admin team have been spending a lot of time contacting ESW's about time sheets. They are your responsibility and getting them in on time is important for the admin team so that they can complete the payroll. Your entries should be done on a daily basis to ensure accuracy and when using an email template please update this from one week to the next to ensure dates and times are correct. There have been a number of errors recently which have resulted in corrections and changes needing to be made by the admin team.

### Staffing Changes:

Sharn Tairakena, was working in the Ngaruawahia area for a term has resigned and interviews are currently taking place to employ a new ESW.

Mariet Klinkhamer has been working for McKenzie Centre for four years and has been a key ESW for the Hamilton North area. She will be finishing on 23 May 2014 as she is due to have her first baby. Thank-you Mariet for all of the work that you have done to support the children, families and early childhood centres, you will be missed. Best wishes to you and David from all of us.

### ESW Workshop:

The topic for the workshop will be *Promoting Children's language*. This will be valuable professional development and please remember that attending the workshops is a requirement of your employment.

### 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.

### 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.nz/org](http://www.mckenziecentre.nz/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](http://www.suelarkey.com)

[www.pushplay.org.nz](http://www.pushplay.org.nz)

[www.downsyndrome.co.nz](http://www.downsyndrome.co.nz)

[www.autismhouse.org.nz](http://www.autismhouse.org.nz)

[www.nzgg.org.nz/asd](http://www.nzgg.org.nz/asd)

[www.asdguidelines.com](http://www.asdguidelines.com)

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