

ESW Newsletter

TERM 3 2014



Welcome back to Term Three, we hope that your two week break has been enjoyable and relaxing. Several of you were unwell with colds and flu prior to the holidays and as there is still a lot of illness out there in the community, please take care of yourselves and be vigilant with hand washing and sanitisers. Winter is with us for a bit longer, however spring is on its way and with that comes the beauty of colour, new life and warmer weather.

Dates to Remember

- ✚ Term 3 dates: The term commences on 21 July 2014 and the last date for the term is 26 September 2014.
- ✚ McKenzie Centre 30th Celebration will be held on 1 November 2014 at Southwell School.

House Keeping

- ✚ New 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.
- ✚ 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 in admin.

Time sheets:

The admin team have been spending a lot of time contacting ESW's about time sheets. In the last week of the term, Sandra spent about half a day following up on incorrect information and missing 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. Also, remember to attach the time sheet to your email as the admin team had to follow up on omitted time sheets just prior to the holidays. There should be fewer errors this term as at the ESW workshop last term, we reviewed how to complete them correctly. If you are still unsure please contact Teresa or Sandra.

New ESW's:

Kaycia Johnston is working as an ESW in the Ngaruawahia area.
Tiffany Pahl and *Rachael Densem* are working as ESW's in the Hamilton area.
Welcome to the McKenzie Centre team.

Mariet Klinkhamer:

You may remember in the previous newsletter that Mariet was due to have a baby in July. She had a beautiful little baby girl, named Belle Christina on 7 July 2014. She weighed 3.270kg (7lb 3oz). Mariet and Belle are both doing very well. Congratulations Mariet and David.



ESW Workshop:

Date: 12 September 2014

Time: 1.00-2.30pm

Topic: Working with children who have Autistic Spectrum Disorder

We will also ask you for feedback on using the Language Wheel.

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

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 Benge	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

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