

# ESW Newsletter

TERM 4 2014



Welcome back to Term Four, the year is flying by and Christmas is less than three months away. The days are longer now that daylight saving has commenced, spring has arrived and with that comes beautiful blossom on the trees, flowers in bloom and unpredictable weather patterns. We hope that you enjoyed your two week break and feel rested and ready for another busy term. The children will be thrilled to see you back as will the centres and families. It was great to see most of you at the ESW

workshop on 12 September 2014. Positive feedback was received about the topic: Working with children who have Autistic Spectrum Disorder and the review of using the Language Wheel.

## Dates to Remember

- ✚ **Term 4 dates:** The term commences on 13 October 2014 and the last day for contracts is 18 December 2014. This is not necessarily the last day of the term for the Early Childhood Centres.
- ✚ **McKenzie Centre 30<sup>th</sup> Celebration** will be held on 1 November 2014 at Southwell School. Tickets are available through admin if you, friends or family wish to attend.
- ✚ **Labour Day**, which is a public holiday, is Monday 27 October 2014.
- ✚ **The ESW workshop** will be 12 December 2014 1.00-2.30pm. There will be a follow up of the previous workshop on 'Working with Children who have ASD' and of course some yummy food, so mark the date in your diary so that you don't forget.
- ✚ **Performance Appraisals:** any that haven't been completed prior to the workshop will be completed at the workshop. The new appraisal forms will be emailed or mailed to you shortly, please complete it and return it to Teresa Blake, so that the information you provide can be the focus of your appraisal.
- ✚ **Family End of Year Party:** Wednesday 17 December 2014, 11am-1pm. You are all welcome to come along and celebrate with the families.
- ✚ **Contracts** for 2015 will commence on 2 February 2015.



## House Keeping

- ✚ **Communication Journals:** Don't forget to sign your entries and to write in the journal daily. When the journal is not available, please write on a piece of paper and place it in the child's bag. Remember to keep your entries positive, some days will be challenging but this does not need to be shared by you, the centre staff will do this should they feel that it is necessary. Refer to page 10 of your Information booklet.
- ✚ **Adhere to your contracted times**, all changes need to be made in consultation with McKenzie Centre.

- ✚ Time sheets: Complete them daily as this should cut down on mistakes such as taking leave without pay but then writing it on the time sheet as worked. Please assist the administration team by minimising the errors, getting your time sheets in on time, having one week per page and completing the relevant boxes e.g. LWOP, Sick Leave (SL) correctly to avoid any misunderstanding.
- ✚ Some new contracts and changes to 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.
- ✚ If you update your contact details e.g. cell phone number, please let Sandra know in admin.
- ✚ If families ask for advice while dropping off or picking up their children, please suggest that they contact their Key Worker.
- ✚ Reflect on your appraisal goals for 2013/2014, if you need assistance to complete these, please ask.
- ✚ McKenzie Centre email addresses, we have changed our email address. We now have our own domain and all emails now end with [mckenziecentre.org.nz](mailto:mckenziecentre.org.nz). For example Sandra is [admin@mckenziecentre.org.nz](mailto:admin@mckenziecentre.org.nz)

**Thank You** for your flexibility to accommodate going to different centres when children are unwell. Often Sandra will direct you to a new centre to support a child, we appreciate your flexibility and willingness to support the children and the early childhood staff in this way.

### New ESW's:

Colleen Wickens - ESW in the Huntly area.

Peta Barton - commences this term in Raglan.

Welcome to the McKenzie Centre team.

### 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](http://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](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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