

# ESW Newsletter

TERM 1 2015



Happy New Year to you all and welcome back; we hope that you all had a relaxing, fun holiday and feel refreshed ready to commence Term 1, 2015. The children, families and teachers will be delighted to see you after the long break.

## Quote:

“A person who never made a mistake, never tried anything new” Albert Einstein

## Dates to Remember

- ✚ Term 1 dates: The term and contracts commence on 2 February 2015 and the last date for the term is Thursday 2 April 2015.
- ✚ Easter falls at the end of term one, so is part of the holiday break.
- ✚ Term 2 commences on Monday 20 April 2015.
- ✚ Waitangi Day is Friday 6 February 2015, which is a public holiday.
- ✚ ESW Workshop will be on Friday 20 March 2015 1.00-2.30pm. The professional development topic is: Signing. So please put this date in your diary so that you do not forget and miss this opportunity to develop your skills.

## ESW Workshop- December 2014



## 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.
- ✚ 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 and Teresa will advise whether the leave has been approved.

- ✚ 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.

### ESW Workshop in December 2014:

The Language Wheel was reviewed at the workshop and to assist you to remember the parts we made an anagram and titled it “Enabled Speaking”.

- E - Emotions
- N - Nouns
- A - Actions
- B - Belonging
- L - Location
- E - Explain
- D - Descriptions
  
- S -Speech

### 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 and the Language Wheel. 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.org.nz](http://www.mckenziecentre.org.nz)

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  
Claire Hintz  
Trisha Benge  
Teresa Blake  
Ruth Michels

ext 707, Speech Language Therapist  
ext 708, Occupational Therapist  
ext 710, Centre Director  
ext 712, Early Intervention Teacher  
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)



As well as:

Ministry of Education, Special Education  
Lotteries Community Fund  
COGS (Dept. of Internal Affairs)  
Norah Howell Trust  
Walt Disney - Handy Manny  
Freemasons  
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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  
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Community Post  
ANZ Staff Foundation  
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PR Building Services Ltd  
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Hamilton City Hawks  
Wiggins family  
Spike @School  
X3 Utility Services  
Manu Bay Wines  
BNZ partners  
Fusion Print Group Ltd  
True Colours  
Everest Airconditioning Ltd

Artworx  
Cooper Aitken and Partners  
U-Leisure  
Hukanui Body Therapies  
Eftco  
Andrew Malcolm  
hr connect  
Lollipop's Playland  
Hunt 4 Lunch Ltd

Countdown Te Awamutu  
Business Enabling Systems Ltd  
Fonterra Co-operative Group Te Rapa  
CF Reese Plumbing  
Te Kowhai Automotive  
Pollard, Grant & Cunningham Families  
Align Surveyors  
Beverley Andrew  
Novus  
Blakes Hire Company  
Lido Cinema  
NZ Farm Livestock Ltd  
Godfreys The Base  
Styline Rotorua  
Shampoo 'n ' things

Countdown Hamilton Central  
Stragglers Rod & Kustom  
Lion  
Lido Cinema  
Carlton Party Hire  
Packaging House  
Jo Foster - Tupperware  
Friends of McKenzie Centre  
St Francis Charitable Trust Board  
Ricoh  
The Lawrenson Group  
A1 Cleaning  
Meyer Gouda Cheese  
The Entertainment Book

Ingham  
BNZ Closed for Good  
Dinsdale Feel Good Pharmacy  
Red Cherry Café, Cambridge  
The Olde Creamery Café, Kaipaki  
Urban Hair  
Clare Szabo - Prenzel  
Metro Motors  
Waikato Diocesan School for Girls  
New World Rototuna  
Gilmours  
Classic Car Museum  
Rainbow Springs  
Whitcoulls Chartwell

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KONICA MINOLTA