

# ESW Newsletter

TERM 1 2016



Happy New Year to you all and welcome back; we hope that the holiday season has been relaxing, fun that you feel refreshed and ready to commence Term 1, 2016. The children, families and teachers will be delighted to see you after the long break. With all the beautiful sunny days, please remember to protect yourself from those harmful rays by using sunscreen and in some of the centres you work in, there will be a hat policy that you will be expected to follow.

**Quote:** “You cannot do a kindness too soon because you never know how soon it will be too late”. Ralph Waldo Emerson

## Dates to Remember:

- ✚ Term 1 dates: The term and contracts commence on 2 February 2016 and the last date for the term is Friday 15 April 2016.
- ✚ Waitangi Day is Saturday 6 February 2016, so the public holiday will be observed on Monday 8 February.
- ✚ The Easter break falls during Term one and is Friday 25 March -Monday 28 March 2016.
- ✚ The ESW Workshop will be on Friday, 8 April 2016 from 1.00-2.30pm.
- ✚ Term 2 commences on Monday 2 May 2016.

## ESW Workshop- December 2015



## **Feedback from the workshop:**

*“Teresa & Suzanne, we were so spoilt with this lovely Xmas party thank you”.*

*“The food was yummy and decorations spot on. You got me in the Xmas spirit - I put up my tree that night”.*

*“I just wanted to thank you for a lovely afternoon today, I feel so fortunate to be working at the McKenzie Centre I absolutely love my job and all of you as a team are so supportive and welcoming. I really wish I had done this years ago. If I don't see you next week I hope*

*you have a lovely Christmas break with your family and I look forward to hearing from you with work for next year”.*

*“Thank you for a wonderful year, and a delicious Christmas workshop/lunch.”*

*“Have a very Merry Christmas and a Happy & Safe New Year.”*

**ESW Workshop, Term 1:** The professional development topic is: Promoting and facilitating Peer Interactions. So please put this date in your diary so that you do not forget and miss this opportunity to develop your skills. Here are some strategies to encourage and build these opportunities.

- ✚ We encourage regular play dates! It is a great opportunity for children to build relationships and connections and to generalise skills across settings.
- ✚ Help the children ‘tune in’ to each other by drawing their attention to what other children are doing e.g. ‘look, Paul is bouncing the ball.’
- ✚ When a child approaches your child playing, greet the child, and invite him to come and have a look. Draw your child’s attention to the child approaching saying e.g. ‘look George wants to see what we’re doing...’ If your child wants to join a child playing with a favourite toy, TALK to him or her about what the child is doing, acknowledge that they are playing with the toy, make fun comments, so your learns what to do while they are waiting to play with a toy.
- ✚ Remind yourself that sharing and turn taking is challenging for everyone - acknowledge that when playing with the children; talk to the kids while they are waiting, and include them in the play while they have to wait for their turn e.g. holding a part of the toy, or asking the child for ideas, giving them a small responsibility.
- ✚ If you are playing with a toy, make turns short, fun, interesting and frequent, to keep the children engaged.

### **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. Teresa will then 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.
- ✚ To update your contact details e.g. cell phone number, please inform Sandra.
- ✚ 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 and there should only be one week per time sheet.

### Salaries/ Pay days:

Proposed increases to salaries will be reviewed from the 30<sup>th</sup> June 2016 to coincide with the end of the financial year.

From February 2016, the pay runs will be on Tuesdays, this is to avoid the disruption due to public holidays on Mondays during the year. Please make appropriate changes to your automatic payments.

### Contracts:

Whenever possible, McKenzie Centre continues with contracts from one contract period to the next, however there will be changes from time to time. When this occurs we do work hard to ensure the transition is as smooth as possible for everyone (child, family, early childhood staff and the ESW), so remember it is often not the person but the supports and strategies that are the key things to be consistent for the child to flourish in the learning environment.

### 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. Also take some time to refresh the 'Language Wheel' strategy and the strategy of using O.W.L. Copies of these strategies are available from Key Workers.

### McKenzie Centre Website:

You will find our Parent and ESW newsletters online so you can keep up to date with us regularly: [www.mckenziecentre.org.nz](http://www.mckenziecentre.org.nz)

Lillian does a great job of updating the website and Facebook. Have a look at the family newsletter each term to keep you up to date with Centre news. There are also photos from the Spectre Movie Evening and the children's Christmas party at McKenzie Centre.

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
Trisha Bengé	ext 710, Centre Director
Sue Scott	ext 703, Physiotherapist
Claire Hintz	ext 708, Occupational Therapist
Anita Wilson	ext 703, Speech Language Therapist
Estelle Pretorius	ext 707, Speech Language Therapist
Suzanne Kok	ext 704, Early Intervention Teacher
Stephanie Wacker	ext 706, Early Intervention Teacher
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)



As well as:

Ministry of Education, Special Education  
Lotteries Community Fund  
COGS (Dept. of Internal Affairs)  
Norah Howell Trust  
Tidd Foundation  
Freemasons  
Sir John Logan Campbell Trust  
Todd Foundation  
Gallagher Charitable Trust

Ministry of Health  
Hamilton City Council  
Community Post  
Page Trust  
Trust Waikato  
WDFE Karamu Trust  
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Community Post

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Meyer Gouda Cheese  
Star Buddies Charitable Trust

X3 Utility Services  
Andrew Malcolm  
BNZ Closed for Good  
Friends of McKenzie Centre  
Blakes Hire Company  
Lido Cinema  
Girl on a Swing  
Musikmakers

Paper for this newsletter was kindly supplied by:



KONICA MINOLTA