

ESW Newsletter

TERM 2 2016



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 or carry some in your car to help prevent illness. Soap and water works well too, so remember to wash your hands regularly to help avoid some of the bugs that are inevitable during the colder months.



Quote: “Education is not preparation for life; education is life itself” John Dewey

Dates to Remember:

- ✚ The ESW Workshop will be on Friday, 1 July 2016 from 1.00-2.30pm.
- ✚ Term 2 commences on Monday 2 May 2016 and the last day of the term is 8 July 2016.
- ✚ Current contracts will finish on Thursday 30 June 2016 and new contracts will commence on Friday 1 July 2016.
- ✚ Queen’s birthday holiday, Monday 6 June 2016.

House Keeping:

- ✚ 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. Should you require a new badge please contact Sandra at McKenzie Centre.
- ✚ Punctuality is very important as it is not always possible for you to make up time due to other contracts.
- ✚ 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. When taking LWOP one day, you cannot make up that time during the remainder of the week.
- ✚ Attending IP meetings is part of your professional development and it is important to attend so that you can share your knowledge and contribute to goal setting for the child you support. 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 or address, 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. Time sheets were discussed at the recent ESW workshop so you should all have a clear

understanding of the requirements. Please make Sandra happy and improve on accuracy.

- ✚ IP goals: are you aware of these for each of the children you work with? Some good ideas were shared at the ESW workshop last term, so think about the best way for you to remember, as implementing the goals is a very important aspect of the role. How often do you look at the strategies for the goals?

Salaries/ Pay days:

Proposed increases to salaries will be reviewed after the 30th June 2016 to coincide with the new financial year.

New ESW's:

A warm welcome to Verusha West-Pillay and Suzanne Coker who commenced as ESW's for McKenzie Centre last term.

ESW Workshop:

The workshop this term is a continuation of 'Keeping Interactions Going', which was done last Term. This time round we will be discussing ideas to support you in encouraging peer interactions while you are supporting the child at his/her early childhood centre. Put 1st July at 1pm in your diary to avoid missing this great professional development. Thanks go to Estelle for her informative workshop in Term 1. Please revisit the handouts from the last workshop and consider fun ways of remembering the strategies we discussed.

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

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.

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, Specialist Teacher, Assistive Technology

Sandra: admin@mckenziecentre.org.nz

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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