

ESW Newsletter

TERM 1 2017



Happy New Year to you all and welcome back; we hope that the holiday season has been relaxing and that you feel refreshed, ready to commence Term 1, 2017. The children, families and teachers will be delighted to see you after the long break. Our summer has not been as warm this year, but typically when Term 1 commences beautiful sunny days and high temperatures fill our 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.

Dates to Remember:

- ✚ Term 1 dates: The term and contracts commence on 31 January 2017 and the last date for the term is Thursday 15 April 2017.
- ✚ Waitangi Day is Monday 6 February 2017, which is a public holiday.
- ✚ The ESW Workshop will be on Friday, 7 April 2017 from 1.00-2.30pm.
- ✚ Term 2 commences on Monday 1 May 2017.

ESW Workshop- December 2016



The tree represents 3 key elements of learning that each ESW had gained from the workshops throughout 2016.

Afternoon tea was provided to show appreciation of the work that you all do with the children, which is highly valued by the children, families, early childhood centre staff and McKenzie Centre.

A fun activity to show your creative side was enjoyed, some amazing Christmas Trees were created.

ESW Workshop, Term 1:

The professional development topic is: What is Sensory processing and the zones of regulation.

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 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.

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 changes:

We welcome back Angela Quinn, who had a break from working.

We also welcome Andree McGibbon who previously worked at McKenzie Centre as an Early Intervention Teacher. It is great to have both of you back working for McKenzie Centre.

We farewell Meli Tauiliili, who is taking up a new opportunity, which still involves her interest in children with special needs.

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. 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 Benge	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
www.pushplay.org.nz
www.downsyndrome.co.nz
www.autismhouse.org.nz
www.nzgg.org.nz/asd
www.asdguidelines.com



As well as:

Ministry of Education, Special Education
 Lotteries Community Fund
 COGS (Dept. of Internal Affairs)
 Norah Howell Trust
 Tidd Foundation
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Ministry of Health
 Hamilton City Council
 Community Post
 Page Trust
 Trust Waikato
 WDFE Karamu Trust
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Proform Plastics	BNZ partners	Andrew Malcolm
Crombie Lockwood	Business Enabling Systems Ltd	BNZ Closed for Good
Lido Cinema	The Olde Creamery Café, Kaipaki	Friends of McKenzie Centre
St Francis Charitable Trust Board	Waikato Diocesan School for Girls	Blakes Hire Company
Ricoh	New World Rototuna	Lido Cinema
A1 Cleaning	Meyer Gouda Cheese	Girl on a Swing
Callandar Girl Photography	Star Buddies Charitable Trust	Musikmakers

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