

# ESW Newsletter

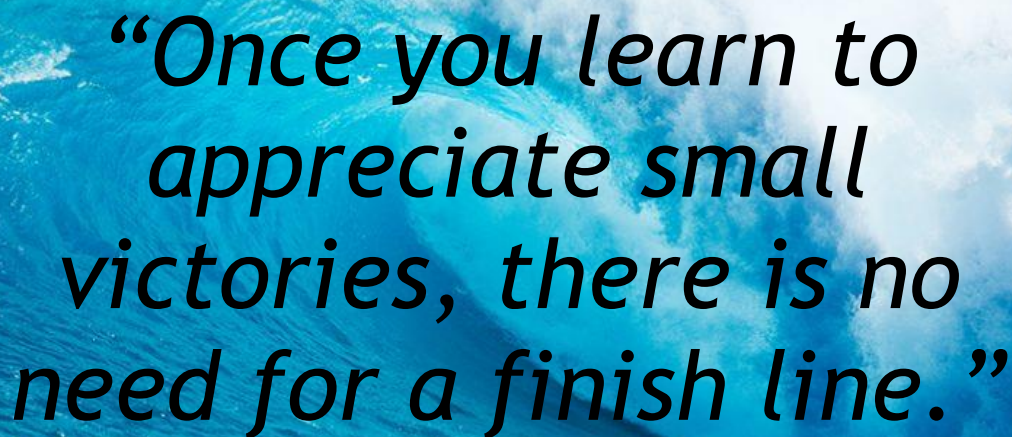
TERM 3 2017



Kia ora koutou,

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 break and feel rested and ready for another busy term.

A quote for you to reflect on:



*“Once you learn to appreciate small victories, there is no need for a finish line.”*

## Dates to Remember:

- ✚ Term 4 dates: The term commences on 16 October 2017 and the last day for contracts is Friday 15 December 2017. Please be aware that early childhood centres will still be open after this date, so start to remind them of the dates you will be finishing.
- ✚ End of year families' party at McKenzie Centre will be 20 December, 10.30-12.30. You are all welcome to attend.
- ✚ McKenzie Centre closes on 22 December 2017 and re-opens on 18 January 2018.

## ESW Workshop, Term 4:

- ✚ Date: 8 December 2017
- ✚ Time: 1.00-2.30pm
- ✚ The topic will be to reflect on the professional development that some of you have attended e.g. Way to Play. Refresh yourself on what you've learnt so that you are able to contribute.
- ✚ We will celebrate together with refreshments and a fun activity.



### House Keeping:

- # Some of you have new contracts and changes to existing contracts, 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.
- # Please ensure that you wear your name badge each day as this identifies who you are and that you work for McKenzie Centre. Request a new name badge if yours has become faded.
- # Update your contact details with Sandra if these have changed e.g. cell phone number, landline, residential address or email address.
- # The warmer weather is on the way, so remember to use sunscreen and some early childhood centres require you to wear a hat.
- # Communication Journals: Write in the journal each day, entries are regularly shared with Key Workers. If the journal is not available, write on paper and put it in the child's bag.

### 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.

### Quiz Night:

On Friday 29 September 2017, we had the McKenzie Centre Quiz Night fundraiser. A number of people enjoyed the evening and shared their knowledge and the funds raised will contribute to the operating costs at McKenzie Centre.

### Gate Safety:

Please be very aware of children when coming into McKenzie Centre or leaving. We have some children who will sneak through an open gate. So, please ensure that you close the gate instead of letting it swing shut. McKenzie Centre is looking into upgrading the gate to a double gate system.

### Performance Appraisals

The appraisal form has been emailed to you, please complete it and email or send it to Teresa by 27 October 2017, so that the information you provide can be the focus of your appraisal. Teresa will commence appraisals during visits to the early childhood centres.

### McKenzie Centre Website:

You will find our Parent and ESW newsletters online so you can keep up to date with us regularly i.e. [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  
Ruth Michels

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)

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KONICA MINOLTA