

# ESW Newsletter

TERM 1 2018



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, 2018. The children, families and teachers will be delighted to see you after the long break. The weather has been very hot so remember your sun protection. Some early childhood centres have a hat policy and it is compulsory to wear one.

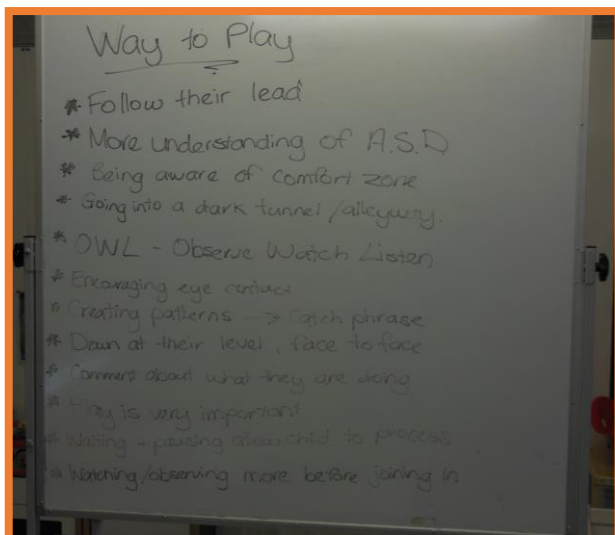
## Quote:

**"WE ARE BORN MAKERS. We move WHAT WE'RE LEARNING from our HEADS to our HEARTS through our HANDS."** Brenē Browne

## Dates to Remember

- ✚ Term 1 dates: The term commences at McKenzie Centre for families on 30 January 2018 and the last date for the term is Friday 13 April 2018.
- ✚ The first day for contracts is 5 February 2018.
- ✚ Waitangi Day is Tuesday 6 February 2018, which is a public holiday.
- ✚ The Easter break is from Friday 30 March and you return to work on Tuesday 3 April 2018.
- ✚ Term 2 commences on Monday 30 April 2018.
- ✚ ESW Workshop will be on Friday 23 March 2018, 1.00-2.30pm. The professional development topic is Te Whāriki: the early childhood curriculum. So please put this date in your diary so that you do not miss this opportunity for professional development.

## ESW Workshop- December 2017



Revision of the Way to Play course.  
Brainstorm of information.



Participation in a fun Christmas activity and then time to celebrate your valuable contribution to the children's learning with special kai.



### House Keeping

- ✚ New contracts have been sent out, so please sign these and return a copy to McKenzie Centre by **5 February 2018**, so that the admin team can enter your hours of employment into the computer system for the pay roll prior to the commencement of the contract. Please check the start dates of each contract as they can vary.
- ✚ Refresh yourself on the goals of each of the children, so that they are in your mind when working with them.
- ✚ 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 advise Sandra from Admin if you require a new name to be printed.
- ✚ 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.
- ✚ If your contact details have changed e.g. cell phone number, please let Sandra know.
- ✚ Your mileage between centres will have changed from last year, please check using google maps for the shortest route, this is the number of kilometres that you claim. Should you choose to use an alternative route you must claim for the shortest route. The admin team will amend the distance if necessary.
- ✚ Time sheets and travel claims are your responsibility, getting them in on time is important for the admin team to complete the payroll. Doing your entries on a **daily basis** will ensure accuracy.

### Farewell and New Education Support Workers:

Farewell to Cassandra Chong who has taken up a new position as Occupational Therapist at Ministry of Education. Thank-you for your contribution to the children's learning and development and we wish you all the best for the future.

A big welcome to our new Education Support Workers:

Suzanne (Suzy) Fendall, Ngaruawahia area

Lorraine Peck, Te Awamutu/Ohaupo area

Vanessa Hooker, Hamilton

### Sympathy:

Our deepest sympathy and thoughts go to Karen Berry for the recent loss of her mum.

### 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.

Specialist Service Review: McKenzie Centre is one of four organisations to pilot the new review cycle. This will take place in April and some of you may be involved with this. It is an opportunity for Ministry of Education to develop their processes to ensure quality specialist support to children.

### 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	ext 707, Speech Language Therapist
Claire Hintz	ext 708, Occupational Therapist
Trisha Bengel	ext 710, Centre Director
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)

Thanks to the following Funders:



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KONICA MINOLTA