

ESW Newsletter

TERM 4 2018



Quote:

“Tell me and I forget. Teach me and I remember. Involve me and I learn”
Benjamin Franklin

Dates to Remember:

- ✚ Term 3 dates: commences on 15 October 2018 and the last day of contracts will be Friday 14 December 2018.
- ✚ ESW Workshop will be on Friday 7 December 2018 1.00-2.30pm.
- ✚ End of year families' party at McKenzie Centre will be 19 December, 10.30-12.30. You are all welcome to attend.
- ✚ McKenzie Centre closes on 21 December 2018 and re-opens on 18 January 2019.

House Keeping:

- ✚ McKenzie Centre has purchased a large container of Zoono hand sanitiser, you can fill your container when it runs out. If you do not have a Zoono container, please advise Teresa. You only need to use it once a day to be protected.
- ✚ Please inform Nola or Teresa if your personal details have changed e.g. address or phone number.
- ✚ Accuracy on time sheet continues to be an issue; your times need to match those on your contract unless you have attended an Individual Plan meeting. Please take more care to ensure that the information submitted to the Admin team is correct.
- ✚ Getting your time sheets and mileage claims to the admin team on time is your responsibility; please don't expect the admin to follow up with you.
- ✚ 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 the shortest route. This will be checked by the admin team and amended if necessary.

ESW Workshop:

- ✚ Date: 7th December 2018
- ✚ Time: 1.00-2.30pm
- ✚ Refresh yourself on what you've learnt during the past year so that you are able to complete the challenge.
- ✚ We will celebrate together with refreshments and a fun activity.



Education Support Worker updates:

A big welcome to Emma Spenser who has commenced in the Hamilton area and farewell to Livia Jeanplong who has started her own business. Good luck Livia with your new venture and thank-you for your commitment to the children and the difference you made to their development. I know you will be greatly missed.

Hāere Ra Sandra who has left us to work full time at the Department of Corrections. We know that Sandra will be a wonderful success in her new role. Sandra has worked at McKenzie Centre since October 2006 and we have thoroughly enjoyed and appreciated her valuable contribution. Kia ora tōku hoa, ka nui tōku aroha.

Earthquake Shake Out Day:

This will be held nationally on 18 October 2018 at 9.30am, you will need to follow the direction of the early childhood staff to be included in this.

Tena Koe

Ko Nola Eniata tōku ingoa.



I am the Admin Support Person who you will see more often as I become more acquainted with McKenzie Centre but you will find me at the front desk in the office.

A little background about myself is that I have lived in Brisbane, Australia for 15 years and returned to New Zealand Nov 2017. My background of employment has varied over the years, with most recent employment with Te Kura Kaupapa Maori and Family Day Care. I have also been employed as an Events / Exhibition coordinator, Finance and

Insurances Representative and various positions in the Hotel industry, so I have a wide range of administration knowledge. Have a Diploma in Events Management and Cert III in Financial Services.

I appreciate the opportunity to be part of a wonderful programme that supports our tamariki and whānau. I look forward to getting to know everyone.

McKenzie Centre Quiz Night:

On Friday 28th September we had our second McKenzie Centre Quiz Night Fundraiser.

Thank-you to the ESW's who very generously baked, helped and attended this event, this was very much appreciated. What a successful night it was!!!

Performance Appraisals

The appraisal form will be emailed to you shortly, please complete it and email it to Teresa by 26 October 2018, so that the information you provide can be the focus of your appraisal. Teresa will commence appraisals during visits to the early childhood centres.

BAGS FOR SALE:

The beautiful bags have arrived! The art is made with our children's finger prints. This is a great way to be environmentally friendly while supporting McKenzie Centre. Great for Christmas so get yours now!

\$25 for a set of both bags. Call in to the office or email Nola on admin@mckenziecentre.org.nz. We don't have eftpos but will accept cash and Internet banking: BNZ - 02 0316 0466333 00



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

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.

Carers Needed for 4 Saturdays: McKenzie Centre is hosting the second Now and Next programme and families that attend will need care for their children, siblings too. We need carers on Saturday 27 October, 10 November, 17 November and 1 December. 8.30-3.30pm this is a paid position. Talk to Trisha.

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 Bengé	ext 710, Centre Director
Teresa Blake	ext 712, Early Intervention Teacher
Ruth Michels	ext 713, Early Intervention Teacher, Assistive Technology