

# ESW Newsletter

TERM 1 2019



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, 2019. 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:

A child's life is  
like a piece of paper  
on which every person  
leaves a mark.

- Chinese Proverb

## Dates to Remember

- ✚ Term 1 dates: The term commences at McKenzie Centre for families on 29 January 2019 and the last date for the term is Friday 12 April 2019.
- ✚ The first day for ESW contracts is 4 February 2019.
- ✚ Waitangi Day is Wednesday 6 February 2019, which is a public holiday.
- ✚ The Easter break is from Friday 19 April, which is in the school holidays.
- ✚ Term 2 commences on Monday 29 April 2019.
- ✚ ESW Workshop will be on Friday 5 April 2019, 1.00-2.30pm. The professional development topic is *Emotional Regulation*, so please put this date in your diary so that you do not miss this opportunity for professional development.

## *ESW Workshop- December 2018*



Participation in a fun activity and the end result of your handprint sharing some of your learning in 2018

## House Keeping

- ✚ New contracts have been sent out, so please sign these and return a copy to McKenzie Centre by **4 February 2019**, 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 for each of the children, so that they are in your minds 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 if you require a new badge to be printed.
- ✚ Attending personal events and being away does affect 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. email or cell phone number, please let Nola 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.

## Staff news

### **Welcome to all our new team members**

**Jaime Campbell**, Speech Language Therapist, who will be working full time at McKenzie Centre. She has previously been a SLT student at McKenzie Centre and we are excited to have her back as a new addition to the team.



**Jacque Kay-Smith**, Speech Language Therapist, is extending her hours and will be working full days on Tuesdays during 2019.

**Karen Layton** is a Behaviour Specialist doing her registration practicum here and will be working Wednesdays during 2019.

### 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.

### 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)

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KONICA MINOLTA