

ESW Newsletter

TERM 2 2019



Quote:

The Values of Inclusion by Heather Simmons

*Everyone is born "in"
All means "All"
Everyone needs to be "in"
Everyone needs to be with
Everyone is ready
Everyone needs support
Everyone can learn
Everyone can contribute
Everyone can communicate
Together we are better*

Dates to Remember

- ✚ Term 2 dates: The term commences on 29 April 2019 and ends on 5 July 2019.
- ✚ The last day for your current contracts is on or before 29 June 2019.
- ✚ New contracts will commence on 1 July 2019, you will be contacted prior to that date to confirm children, times and days.
- ✚ ESW Workshop will be on Friday 21 June 2019 commencing at 1.00pm, put this date in your diary so that you do not miss this opportunity for professional development.
- ✚ Quiz Night: Friday 20th September (please put this in your diaries, it will be a fun night) you may want to help by baking, selling tickets or attending. If you know of a business that may want to sponsor the event or donate prizes, please see Helen or Lillian.

House Keeping

- ✚ 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. Please advise Teresa if you require a new badge or the name to be re-printed for the badge you have.
- ✚ 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 is approved.
- ✚ If your contact details have changed e.g. email or cell phone number, please let Nola know.
- ✚ When your Zoono runs out, call into McKenzie Centre to re-fill it.
- ✚ A big THANK-YOU to the ESW's who have been assisting with childcare for the Now and Next programme.
- ✚ Please **do not** change the times that you work without consultation with Teresa. Making changes is a process and cannot always be done immediately.

Timesheets:

Please have timesheets and travel claims in by 9am on Mondays.

When filling in your timesheets, check your hours for each child against your contract so the correct information is claimed. We really want to pay you the correct amounts.

Please be extra careful to be correct, this will save our Admin team lots of time. We are changing to a new payroll system which is part of the Enrich+ system, so we need to ensure your information is on time and correct so you will be paid.

To give you some added information we use your timesheets to pay you correctly, but this information is also entered against the hours we claim for the child you are working with. This is why we need these numbers to balance as we report this to the Ministry of Education.

Flu vaccinations:

These are currently available at Pharmacy 547 on Grey Street. You will need a consent form and vaccination voucher, which is available from Lillian or Nola. McKenzie Centre will pay for the vaccine as part of our commitment to keeping you well. If you can get this vaccine free through another source please do so.



Injuries at Early Childhood Centre's:



Should you be involved in an accident or sustain an injury while working at an early childhood centre, please complete an accident report at the centre on the day of injury and advise the Centre Manager.

All work related injuries must also be reported to McKenzie Centre as soon as possible, this is best as an email so we have a record.

Certificate in Health and Wellbeing, Wintec:

Below is the link to the course that Trisha mentioned at the ESW Workshop on Friday 5 April 2019.

<https://www.wintec.ac.nz/study-at-wintec/courses/health-and-wellbeing>

They welcome anyone on the course and have two intakes, the next one being August.

Professionalism:

When working at early childhood centres remember that each centre has a different policy, procedure and philosophy. It is important to be aware of your professionalism at all times; be conscious that chatting to staff members about topics that are unrelated to your role may not be appropriate, and reliability, listening carefully, staying work focused and showing respect, shows professionalism.



Workshop:

Richard Edghill, Psychologist, presented an amazing and inspirational ESW workshop on 5 April 2019 on Emotional Regulation.

Congratulations:

Congratulations to Estelle Pretorius who has recently graduated with a Master of Speech and Language Therapy with Distinction.

Congratulations to Anita on her recent marriage to Lincoln. She is now Anita Churchill.

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. 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 Bengé	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

www.pushplay.org.nz

www.downsyndrome.co.nz

www.autismhouse.org.nz

www.nzgg.org.nz/asd

www.asdguidelines.com

Thanks to the following Funders:



Sir John Logan Campbell Residuary Estate



Alexandra Lodge Freemasons

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Paper for this newsletter was kindly supplied by:



KONICA MINOLTA