



## Settling in Policy

### RATIONALE:

In the pre-school years it is vital that children are exposed to positive learning experiences in an environment where they feel safe and comfortable. Effective and consistent settling-in procedures will ensure that this is possible.

### TE WHĀRIKI

Belonging – Goal 3. Children and their families experience an environment where they feel comfortable with routines, customs and regular events

### PROCEDURES:

- Parents and children are encouraged to visit as often as possible before the child is expected to attend. We suggest visiting regularly for at least the fortnight prior to your child's official start date.
- At these visits, parents are encouraged to get to know their child's teachers and key teacher.
- All children will be appointed a key teacher, who will be responsible for the child's routine, settling in, development profile and developmental updates.
- Parents are welcome to stay during the first stages of transition until their child is settled into an activity or happy with a teacher.
- Parents are encouraged to share their knowledge of their own child with our teachers to help the settling process.
- Parents are welcome to bring any special toys or cuddlies that might help their child to settle.
- Parents are encouraged to complete and return various questionnaires in order to help with the settling of their child.
- We endeavour to ensure our sleep rooms are positive and peaceful spaces.
- Parents should label bottles, lunch boxes containers and clothing clearly to avoid mix-ups.
- Parents should allow time for themselves and their children to settle into the new environment. Each child and parent settles at their own pace.

Date: August 2018

Review: August 2020