



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 required to visit 3 times prior to the child starting here. More visits are sometimes required but this will be discussed with your key teacher if needed.
- All strategies will be put into place to help settle your child, however if this is not successful then a call from your child's key teacher will be made after 30 mins, with the expectation that you will come and settle your child into the environment or come and take them home.
- 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.

CONSULTATION:

With who? How? By when?

Consultation:

- Who? Families/whanau
- How? Written and discussion
- When?

Date: Jan 2020

Review: Jan 2022