



## **Parent Induction**

### ***Rationale/Purpose***

Parents and children need to feel welcome and comfortable in their new environment. Our whanau liaison worker/teachers/administrator will encourage and support parents and children in their transition to our centre.

### ***Statement/Objective:***

That each child and parent/caregiver experience an environment where they know they have a place, where they feel comfortable with the routines, customs and regular events.

### ***Procedures:***

- Parents/caregivers are taken through an induction plan by the Administrator or Principal Teacher when newly enrolled at the centre.
- Parents/caregivers are shown the whanau room and informed of any events taking place, i.e. weekly coffee mornings, parenting classes etc.
- Parents/caregivers are introduced to our Whanau Liaison Worker
- The parent/caregiver and child are introduced to all staff.
- Parents/whanau are encouraged to ask any questions they may have regarding the centres service and programme.

### ***Lines of Responsibility:***

Principal Teacher and Administrator

### ***Links to Other Documentation:***

Te Whaariki – Belonging

Date: May 2010

Signed:

Review Date: June 2011

Responsibility for Review: Principal Teacher