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 Review Date: June 2011
Signed: Responsibility for Review: Principal Teacher