



Settling In Policy/Procedure

Rationale/Purpose

To ensure parents/whanau and children feel a sense of belonging, acceptance and respect.

Statement/Objective:

That each child should feel comfortable, safe and secure in the centre environment.

Broad Guidelines:

- We encourage parents to visit several times before the official start date
- We encourage these to be at reasonably quiet times, i.e. Between 10.30am-11.30am and 1.00pm-2.30pm, so someone can be available to show parents/whanau around the centre and answer any queries.
- We allow children to bring their own special cuddly so they feel comfortable and to help with transition
- A labelled photo for child's cubby will be made as soon as possible and placed in a cubby space to store child's bag & personal items.
- During these times we will support the children and encourage them to participate in play, and introduce them to other children. We encourage parents to telephone the centre if they wish to find out how their child is coping with their day. If the child becomes distressed we will contact the parent/whanau and discuss the matter.
- The centre has an open door policy and parents are welcome to come into the centre at anytime.
- All infants will have a primary and secondary caregiver. This is to help the child settle into the centre environment, build security and trust with a primary caregiver.

Lines of Responsibility:

Principal teacher and staff

Links to Other Documentation:

Te Whaariki – Belonging

DOP's 5B

Signed:

Responsibility for Review: Principal Teacher