



Transition to Tuakana Centre Policy

Rationale/Purpose

Our environments empower children to feel acceptance, affection and achievement. In order to retain these feelings over a time of transition it is vital that there is positive and clear communication between teachers, parents and individual children.

Statement/Objective

We will endeavour to develop ways for ensuring a smooth transition between the two centres for children and families/whanau/hapu/iwi of full time and part time children attending Agapé Christian Preschool.

Broad Guidelines:

- Parents will be required to fill out a new enrolment form for placement at our Tuakana centre.
- Before a child's transition from the Teina (infant/toddlers) environment to the Tuakana (over 2s) environment, information including the child's name, date of birth, parent's names and allergies as well as individual and group routines are exchanged between the new and existing teachers.
- Transitioning between groups is based on developmental readiness, availability of spaces and consultation with parents. Parents are notified and kept informed about the likelihood and timing of any space becoming available.
- In preparation for a transition, teachers support children for success in the child's new environment.
- If children are making the transition outside of Agapé, parents are encouraged to visit that centre with their child before the intended start date.
- Any particular toys or books children really enjoy go with the child, to be returned at a later date when the child feels comfortable.
- Any security toy/blanket/cuddly can be brought from home. Teachers will encourage children to be responsible for putting these safely away when not needed, and make the comfort item available to reduce emotional stress.
- Written information to accompany the child when they make their transition includes:
 - An individual information sheet which covers sleep time patterns, comforters, food likes and eating habits, interests, toileting, language etc.
 - The child's individual Profile Book.
 - Any relevant information from the child's confidential file.

Lines of Responsibility:

Principal Teacher and Staff

Links to Other Documentation:

Te Whaariki – G.3

Date: May 2010

Signed:

Review Date: May 2011

Responsibility for Review: Principal Teacher