



## Inducting, Settling and Transition Procedures

Enquiries to:	Centre Manager and Board of Trustees
Applies to:	Parents/whānau intending to enroll their child/ren at the centre
Date Redeveloped	June 2021
Date Reviewed:	September 2021
Date Approved:	June 2021
Next Review Date:	June 2024

**References;** Licensing Criteria for ECE Centres 2008,9,GMA1 –GMA4, Communications and Consultation policy, Ka Hikitia, child protection policy, MOE 2008 Regulations, Te Whāriki 2017.

### Policy statement:

We wish to create a warm, friendly atmosphere where children feel safe and secure when being left at the centre. Parents/whānau and caregivers should feel comfortable when leaving their child at the centre. We aim to develop a sense of partnership with all parents/whānau and provide the foundation for positive learning experiences. (Whānaungatanga).

We aim to foster an environment where children and their families feel a sense of belonging. (Mana whenua). They should feel comfortable and supported, (tautoko), to spend as much time as necessary at the centre prior to starting enrolment, in order to become familiar with the centre routines, customs and Kaiako.

Upon enrolment parents/whānau and caregivers will be provided with all the appropriate documentation and be fully informed of all centre practices, relevant policies and procedures.

### Operational procedure:

- Confirmation of enrolment cannot begin until all appropriate documentation has been received. This includes a completed enrolment form, providing a copy of a birth certificate, or passport, and an immunisation certificate.
- Upon confirmation of enrolment parents/caregivers will be invited to schedule a convenient time with the manager or kaiako for at least three settling in visits. This is based on the individual child, as the child may be familiar with a centre environment and or be completely confident and independent.
- Settling in visits should last for a minimum of one hour and be arranged at a convenient time for parents/whānau and the centre.
- During covid 19 all whānau coming into the centre for settling visits must provide a Vaccination Pass in order to stay on site for settling visit.. A vaccine pass is not required for drop off or pick up of less than 15 min.
- It will be during this time that parents/whānau are shown around, introduced to Kaiako and informed of all appropriate procedures such as signing in, medicine chart, accident register, where they can access policies (Website & folder in office), emergency procedures, where to put nappies, parent pockets and EDCUA.
- In order to provide consistency between home and the centre environment we ask that parents/whānau provide a description of their child's daily routine such as, your aspirations for your child, sleeping, eating, bottles, allergies, cultural connections, languages spoken at home and their current interests and anything that is important to you about your child's growth and development. This is done using the Ko tenei ahau form and the Iti room routines form alongside a kaiako.

- Closer to the time of commencing enrolment and after a minimum of three settling in visits, parents/caregivers are welcome to leave your child for a maximum of one and a half hours as a trial period. This will be at no cost to families. However, you will still need to sign your child in and out on the day sheet, as well as leave a contact number, (In the event of an emergency)
- It should be encouraged that, if possible, for the initial first few days of enrolment children have shorter days whilst moving through the initial settling in period.
- Kaiako in each learning area are responsible for ensuring children's learning profiles are completed, learning stories are completed and added to your child's online eportfolio site Educa.
- Parents/whānau/ caregivers are encouraged to call at any time during the day to enquire about their child.
- Kaiako/Teachers will act within the child's best interests, and if at any stage a child's distress becomes a threat to their well-being, parents/whānau will be notified and asked to collect their child early.

### **Your child's first day:**

Pack a bag of spare clothes, bring a packet of named nappies to leave at the centre. You can bring a toy or blanket for sleeping with if they need one to make them feel more comfortable. In the summer time please provide a named sunhat to remain at the centre.

Name all of your child's belongings in case you leave something behind. Talk positively about your visit to the Centre, and reassure your child that you will be there together and when you leave you will be back to pick them up, for example, after afternoon tea.

Each day your child attends the Centre, you will need to record and sign the times that you drop off and collect your child in our daily register.

When you are ready to leave your child for the day, inform a staff member who can help reassure your child when you leave and remind them that you will come back soon. We find it is better for your child if you say goodbye and leave quickly.

If you want to check how your child is coping, phone us and we can update you. We will contact you promptly if your child does not settle.

Some parents like to leave their children for shorter times in the first two weeks while they are settling in.

### **Your role as a parent and how we can help:**

Leaving your child in childcare for the first time can sometimes be more upsetting for you than for your child. Do let us know if you are feeling upset and we will help you through this time. You are welcome to call and see how they are doing.

Remember that every child needs a different amount of time to settle into childcare and we will support you and your child through this time.

It is also a good idea to talk positively with your child after each visit. Talk about the fun things they did, who they played with, and so on. This may help them to feel more settled in the Centre environment.

### **Take time to make good relationships with Kaiako/ teachers**

- Set aside a time to talk to the staff about your child's day, special moments and achievements.
- Comment on Learning stories on Educa.
- Add your own photos, stories and events onto Educa.
- Tell the teachers what your child is doing at home.
- Let the service know if anything at home might be affecting your child.
- If you have any worries about anything at the centre, talk to the kaiako or the centre manager.
- Respect and comply with service requirements such as collecting your child on time.

### **Talk to Kaiako/teachers about your child before starting at the service. Tell the teacher about:**

- things your child can do well;
- things your child has difficulties with, including any special learning or developmental needs;
- what your child is interested in;

- what settles or comforts your child;
- things that are important in your culture, what is important to you as a family and
- any health problems.

### Welcome to our Centre:

We look forward to getting to know you and your whanau.

### Transitions between the centre, Pihinga to Māhuri

- When a child is deemed cognitively mature and ready to transition between the age appropriate rooms in the centre (as well as when there is available space), a transitional process will begin from the Pihinga learning area to the Māhuri learning area, allowing the child to settle into the new environment in an unhurried manner.
- Children transitioning from the Pihinga learning area to the Māhuri learning area, enjoy the challenge and excitement of a new room with Kaiako working alongside them. The Pihinga and Mahuri Kaiako work together to support a smooth transition period sharing their knowledge of the children.
- Parents/whānau will be consulted throughout this process.
- As the child feels more secure in the new environment the length of these visits increases until the child is secure to spend the whole day in this new environment.
- The length of this process varies from child to child and this is respected according to children's individual needs.

**Regular Attendance is important** – because we rely heavily on Ministry of Education funding to maintain the operations of the centre, it is vital your child attends on a regular basis. This way their learning journey is sustained, and children learn to engage with their peers and Kaiako/teachers and can fully participate in the teaching and learning programme.

### Transition to school

It is the responsibility of the centre as well as the family/whānau to prepare children for **transition to school** through an educational programme and Philosophy that builds children's independence and self-help skills. Experiences that mirror school are provided. All Kaiako work with the child in the last weeks before school to make sure they are prepared for the transition to school. (refer to the pathways to school policy)

Board of Trustees consulted	Yes/No	Kaiako consulted	Yes/No
Parents consulted	Yes/No		
Approved by _____		Designation_____	Date_____