

## SETTLING IN POLICY

**Rationale:** Children and parents need to be supported through the settling period. It is vital that children are exposed to positive learning experiences in an environment where they feel safe and comfortable. Effective and consistent settling in procedures will ensure that this is possible.

**Purpose:** To ensure that children, their parents and whanau feel comfortable with the routines, customs and regular events that take place in the centre.

**Nelps** **Objective 2, Priority 4** Provide consistency of teachers/kaiako, educators and caregivers, so young Learners/akonga can develop attachment and positive relationships to support learning and wellbeing.

### Procedures:

- Parents/mātua and tamariki will be greeted upon arrival at the centre and shown around and introduced to the staff.
- Parents/mātua and tamariki will be shown where to put their tamariki belongings and the signing in and out procedure.
- Parents/mātua and tamariki are encouraged to visit as often as possible on their enrolled days before the tamaiti is expected to attend. We suggest that this starts at least the fortnight prior to your child's official start date.
- During these visits parents/mātua are encouraged to get to know their tamariki kaiako and the routines and activities that happen within the centre. The purpose of parents/mātua and tamariki visits is to get to develop relationships prior to starting.
- We recognise that every tamariki and parent/mātua are individuals and settle at their own pace. Kaiako will endeavour to make this process as positive and comfortable as possible.
- Preschool tamariki will be appointed a key kaiako who will support settling in, however all kaiako will share responsibilities of helping tamariki to settle.
- We recommend parents/mātua and caregivers stay with their tamaiti when their tamaiti begins at the centre, then initially leave them for short periods of times that is agreed by both kaiako and parents/mātua.

- No tamariki is left unsettled for prolonged periods of time. Parents/mātua and caregivers are phoned if kaiako are unable to settle the tamariki, parents/mātua are then encouraged to stay and settle the tamariki and leave on a positive note.
- Parents/mātua are encouraged to phone for reassurance as often as necessary.
- Parents/mātua are encouraged to share their knowledge of their own tamariki as we acknowledge parents/mātua as first teachers and they know their tamariki best. This information will assist our kaiako with the settling process.
- Parents/mātua are encouraged to complete and return an information sheet that gives kaiako an understanding of the tamariki basic needs, this is placed into the front of their profile book for reference.
- Parents/mātua are encouraged to say goodbye to their tamariki upon leaving and tell them that they will be back to pick them up later. We recognise that this can be difficult, but it is a vital part of the settling process.
- Kaiako will farewell parents/mātua in a reassuring manner.
- We have an open-door policy so that parents/mātua may at any time visit or call the centre for information on their tamariki.
- During the settling in process staff will ensure that parents/mātua receive support in a non-judgemental manner.
- Kaiako will make personal contact with the parent/mātua or caregiver on their return to the centre and give them an honest account of how their tamariki has settled.
- Home visits can be arranged where a kaiako visits the tamariki in his/her home environment during the settling phase by special arrangement.
- During the settling in process, we will welcome the Parents/mātua and tamariki through a small pōwhiri at our hui time.

Date of review: March 2023

Signed:

Date of next review: March 2026