



Riverside

EDUCARE

Settling in Policy

Rationale:

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.

Te Whāriki:

Mana whenua - Children and their families experience an environment where they feel comfortable with the routines, customs, and regular events.

Procedures:

- Parents will be welcomed and shown around the centre by either the office administrator or centre manager and given an information pack. This will be a time when parents are familiarised with the centre policies and procedures.
- An enrolment form must be completed prior to the child beginning at the centre.
- We have introduced a two-week settling process prior to children starting - Parents are encouraged to make regular visits as many times as they choose during those two weeks. We require at least three visits prior to starting but strongly suggest at least 5 – especially in our infants' room.
- Teachers will spend time building trusting relationships with parents and their children during the settling process.
- Parents are encouraged to leave their child for short periods of time as they feel comfortable.
- We value parent's knowledge of their child and encourage them to share it with our teachers to help in the settling in process.
- We encourage parents to say goodbye to their child before they leave.
- Parents are required to name any items of clothing, bottles or lunch boxes that they bring.
- Parents should allow time for themselves and their children to settle into the new environment. Each child and parents settles at their own pace. Remember, there will be good days and bad days in early childhood settings, just like you have at home!

Date reviewed: October 2020

