

# Settling and Transition Policy

## PURPOSE

This policy is in place so that we ensure that we develop reciprocal relationships between the centre and the parents/whanau to promote secure and caring attachments and facilitate the smooth transition of their child into the centre – i.e. settling into the centre, which includes providing a warm, caring, safe as well as a challenging environment. Settling and transition can come with some issue and it is important that these are handled sensitively and skillfully by staff and their professional knowledge is used to ensure that this transition is not harmful to the child.

## OBJECTIVES

- To foster the development of respectful and functional partnerships with whanau/families.
- To promote secure and trustworthy attachments with the children.
- To facilitate smooth transitions of new children into the centre.

## PROCEDURE

### VIEWING THE CENTRE:

When a family/whanau and child are viewing and thinking of enrolling at our centre:

- Staff will be warm and welcoming to ALL prospective children and their families/whanau, irrespective of ability or ethnicity.
- Upon an enquiry of enrolment, staff will offer relevant information re: our service and if enquiry is by phone, arrange a time for the parent/whanau/family and child to view the centre. If it is a physical enquiry they will be offered a viewing and an enrolment pack for their information.

- When a parent/guardian/whanau are viewing the centre it is a great opportunity to share information:
  - a) Talk parent/whanau through enrolment forms
  - b) Be aware that some cultures people prefer verbal sharing and that sometimes language can be a barrier.
  - c) Discuss what are the parents aspirations for their child's learning, what are the child's needs, strengths and interests and what we can do to meet them and reassure the parent/whanau.
  - d) Offer as much information about the centre as possible – both verbally and written as required.
  - e) Show them the benefits of our centre and describe to them what the children are currently doing and how we foster their learning.
  - f) Be hospitable – in the form of a cold or hot drink
- Encourage and/or arrange for the parent to come in for as many pre-entry visits as they or their child may need.
- Discuss with them how our teachers will build a foster relationships with their child in order to ensure the transition into the centre is smooth and as easy as possible for the parents/whanau.

### ON ENTRY INTO THE CENTRE

When a child is enrolling in and commencing an enrolment at our centre:

- Staff will be warm and welcoming to ALL prospective children and their families/whanau, irrespective of ability or ethnicity.
- Ensure that the staff member on float makes contact with and welcomes the parent and child, as to begin this relationship and to start fostering trust.
- When the parent is ready to separate, advocate for the parent to farewell the child so they know their parents trusts the teacher too.

We do not advocate sneaking off without acknowledging the child or their feelings.

- Once this teachers has gained the trust of the child, they should be the one to facilitate the farewell process.
- Inform the parent/whanau that they are welcome to spend time in the centre with the child at any time.
- Encourage the parent/whanau to call the centre for details on their child progress throughout the day whenever they feel they need to.
- Provide the parent with an informed account of the child's session on pick up.
- Provide the parent/whanau with positive feedback of their child's first day and other subsequent days.

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