

POLICY: **3** **Settling children in to the Centre**

STATUS: Approved

DATE: June 2011

Date for review: June 2014

This policy documents the procedure for settling new children into the Centre.

- Parents will be requested to accompany their child for preferably 3 visits to the Centre. The purpose of these accompanied visits is to allow the child to become familiar with their teachers and the Centre while having the comfort of having their parent around. Preferably these visits will be before the child starts at the Centre, however they may take place immediately after starting.
- Parents will be requested to share with teachers any relevant information about their child (e.g. routines, habits, likes and dislikes) that will help them understand the child and meet her or his needs.
- Once a child has started at our Centre, we will send home a copy of our philosophy and some paperwork outlining the use of profile books, which encourages parents to make contributions. Parents will be requested to complete a “Me” sheet which will give us some basic information on the child’s immediate family. A request will also be made for the parents to supply us with some family photographs to put on a “whanau leaf” to be placed on our whanau tree. In this way, we hope to pave the way to a child and family having a sense of belonging.
- Parents are given a “Welcome to Greta Point Childcare Centre” booklet which outlines what to bring and what not to bring, our daily procedures and protocols and some samples of our policies which are pertinent to young children.

Signed President: