

# *Kiddies Campus Policies and Practices*

**Policy Name:**    **SETTLING AND TRANSITION POLICY**

**Trigger Event(s):**

A new child is starting at the Centre.

**Rationale:**

To ensure that the emotional well being of the tamariki/children, and their whānau, is nurtured in a smooth transition from home to the Centre as well as from other environments to the Centre.

**Te Whariki:**

Goal 2 – Well-being: Children/tamariki experience an environment in which their emotional well-being is nurtured.

**Recommended Procedure:**

**Child starting at Kiddies Campus**

- When children are **first enrolled** in the Centre, all members of whānau are encouraged to spend time with them in the Centre before their enrolment begins. There will be no charge at this stage.
- The enrolment form can be taken home if needed and shared with whānau and returned prior to the child starting.
- Before starting, wherever possible, all staff are to welcome the whanau into the centre and introduce themselves to both the whanau and tamariki/child.
- We initially encourage whānau to leave their child for short periods of time only. When the child is ready to be left for short periods at the beginning of his/her settling in, fees are charged at the hourly rate.
- Whānau and tamariki/children need time to adjust. Staff encourage whānau to allow time when they drop off or pick up their child so that he/she can show them things that interest them.
- Whānau are encouraged to say goodbye to their child, and staff, so that they, the staff, are aware they are leaving and can give a little extra support to the child should it be needed to promote a sense of wellbeing and security.
- Staff will assure parents/caregivers when they leave their child and will encourage them to contact the Centre to find out how their child is settling in. Staff will also tell parents/caregivers about their child's day at the Centre at the pick-up time.
- Staff will prepare a profile book/create an 'Educa' page for the child as well as a labelled basket in the foyer prior to the child starting. The documentation required to start the child's learning journey will also be collected. This information will be put into the child's profile book providing a introduction to the child's culture and whakapapa.
- We recognize that the bond between parents and their child is one of the most precious things and seeing your child happy, secure and safely looked after is paramount.

### **Transition from one learning area to another**

- The staff will, over a period of at least two weeks, slowly introduce the child to the next learning area. They may take a small group that are of similar age, or a single child if it is more appropriate, and spend time introducing them to the activities, the programme, and the staff of the area.
- Each child is an individual and staff are fully aware that all children adjust differently.
- We welcome all members of whanau to be involved with any transitions that take place within the centre.

### **Policy Reference Information:**

Education (Early Childhood Services) Regulations 2008

NELP 1

Teaching Standards 3 & 4

Health and Safety at Work Act 2015