



SETTLING AND TRANSITION POLICY

Rationale:

Children and parents of Acorn Early Learning Centre who make a positive start at our Centre through a careful settling routine, transfer to new groups and onto school will develop a sense of belonging and feel that their contribution is appreciated.

Objectives:

- To ensure parents/whanau are given information about the expectations and routines of the Centre.
- To gain information and knowledge on an ongoing basis about children from the parents which will assist in the settling and transition process.

Settling:

- All proposed parents/whanau will be welcomed into the Centre where they will be met by the Supervisor and shown through the Centre.
- An introductory booklet will be given to parents which will include information about the Centre's philosophy and routines.
- For the child's first visit, parents will be encouraged to stay with their child or until the parents and Educators feel the child is settled. The settling procedure will be explained to the parents.
- At the beginning of each session, a staff member will welcome children and parents/whanau to the Centre. Parents will have the opportunity to talk with staff if required.
- All children must be brought into the Centre and introduced to an Educator.
- The Educators must be informed when a child is leaving. If someone other than the parent or regular caregiver is going to

collect a child at the end of the day, the Centre must be advised of this prior to the child's departure from the Centre.

- The Educators must be advised if any child shows signs of distress when the parent/ whanau leaves, to ensure extra attention is given to help to settle the child.
- The Centre Manager has overall responsibility for ensuring the child and parents are given every assistance to settle at the Centre. All families are required to complete an enrolment form providing phone numbers and names in the case of any emergency or extreme distress.
- At the end of each session, staff will again be available to discuss the child's day. Information for parents will be available in a book as well as regular newsletters.

Transition from the Tui room to the Kiwi room

- Children will be gradually introduced to staff and children in this new area. They will have a supporting teacher with them from the Tui room and will make many visits, trying varying routines in the Kiwi room before their final transition. Children will be familiar with Kiwi staff and children before they are moved and it will be ascertained in consultation with the child's parents and Tui staff, when this should take place.
- The child's needs and emotional well-being will be of the most importance in reaching this decision. Parents are invited to meet with the Kiwi staff and share as much knowledge as possible. Tui staff will communicate the child's needs, preferences and any special information to the child's new teachers in the Kiwi room.
- Children who transition will be offered visits back to the Tui room if appropriate to maintain contact and relationships built in this area of the Centre. On entering the Kiwi room, a Kiwi teacher will take responsibility for the child in the final stages of transition and ensure their well-being.

Transition to School

- Communication between the Educators and parents of the children coming up to school age will take place to ensure the transition to school will be smooth for the child.
- Children's profile books will be given to the child when leaving for school.

- The Centre will endeavour to follow up on children who have left us for school. We will phone the parents and enquire how the child has settled in and ask after their well-being.
- Families of children who have attended the Centre are welcome to come back and visit. We view this ongoing contact as very desirable both for the children who have left and for their friends who still attend.

Reviewed: December 2011

Next Review: December 2012