

SETTLING AND TRANSITION POLICY

STARTING CHILDREN AT THE CENTRE.

On their first visit the Parents/Whanau/Caregiver of new children will be:

- shown around the centre – where to put their child's bag, lunch box, bottles, where daily information is recorded, where their child's profile will be kept etc.
- given an information book , an enrollment form, and a routine form, and a "Me" form to fill in. **
- introduced to the Team Leader and the staff
- Encouraged to bring the child for visits before they actually start at the Centre. This enables the child to become familiar with the staff, other children, and the daily routine, with the security of a Parent/Caregiver being there.
- Talk about how to say goodbye/leave your child
- They will be shown where they sign their children in (and out) when they arrive at the centre.
- They will be shown Centre policies and encouraged to take some time to read through them, or to read them on the Centre Website: www.qpn.co.nz
- The first time a child is left at the centre parents are encouraged to call and check that their child has settled.

** (These will provide an opportunity for the parents/guardians to communicate any special needs and aspirations they have for their child. This information will be available and communicated to those staff that will be working with the child. The information will be considered when planning programmes to meet the individual needs of the child.)

SETTLING CHILDREN AT THE CENTRE.

The designated teacher will be responsible for greeting and settling children when they arrive at the centre.

- greeting them by name,
- helping them/parents put their bag in their locker,
- Their lunch box in the - kitchen (Nursery) -shelf in the room for Kiwi & Moa rooms.
- saying goodbye to their parent/caregiver

The teacher will settle them at an activity, and stay with them until they are feeling comfortable.

If the child is really distressed when the parent leaves the teacher will try various activities to try and settle the child. If the child does not settle after 30 minutes the parent /caregiver will be contacted to see if they are able to come back and spend some time with the child .

It will be suggested to parents of new children at the centre that they bring their child's usual comforter, cuddly etc to help them feel more secure.

TRANSITION OF CHILDREN FROM TUI ROOM TO KIWI ROOM IN PRE SCHOOL.

1. The transition will be discussed with the child's parents and the parents will be given a letter outlining the process a month before the shift.
2. The staff member who profiles the child (-----) will be responsible for the transition process.
3. The Tui's will have a list of when each child turns 2 years of age and will start the transition process a month before (if there is space in the Preschool).
4. The profile teacher.....will set dates for the transition visits after checking with office staff to ensure there is space in the Pre School, and then informing the Kiwi's of the visits.
5. Each child should have a minimum of 3 transition visits
6. At all times ratio's in the Pre School will be adhered to.
7. At the end of the child's time in the Tui's their parents will be given their profile to take home.
8. Tui room staff will fill in a Transition Information sheet to pass on to the staff in the Kiwi room for the child that is being transitioned.

TRANSITION FROM KIWI ROOM TO MOA ROOM

1. The transition will be discussed with the child's parents and the parents will be given a letter outlining the process.
2. The staff member who profiles the child (-----) will be responsible for the transition process.
3. The office staff will advise the Kiwi Team Leader of the dates for children to shift from the Kiwi room to the Moa's.
4. The profile teacher.....will set dates for the transition visits .
5. Each child should have a minimum of 3 transition visits
6. The child's profile will be passed on the Moa staff to continue with
7. Kiwi room staff will fill in a Transition Information sheet to pass on to the staff in the Moa room for the child that is being transitioned.

TRANSITION FROM PRE SCHOOL TO SCHOOL

Due to transport difficulties/Ministry regulations we are no longer able to do Transition visits for all the children.

After the parents have enrolled their child at school they will be responsible for organizing the School visits.

The Moa Team Leader will continue to liaise with each of the Primary schools to find out what the schools expectations are of children starting school and then adjust their programme to meet these needs.

We will display notices from the schools regarding enrolments etc.



Dear

..... is about to move into the Kiwi classroom in the Pre-School.

For the next few weeks we will be taking to the Kiwi classroom for visits. This will help..... become familiar with the routines, Teachers and environment whilst being with a familiar Teacher to help them adjust to the new environment.

I would like to arrange a time with you to meet with the Kiwi Team Leader – Anna Vickerman so she can meet you and tell you about the Kiwi room and discuss anything you would like to know.

Generally the Tui children move over to the Kiwi room on their second birthday depending on space in the Kiwi room.

Visits usually start a month before they are due to go over to the Kiwis; the first few visits are to introduce them to the new environment.

Once they feel comfortable, we will stay for longer periods often staying for a mat time or mealtime.

If they are ready, the next few visits are to settle them in and then say goodbye so they get used to being without Tui staff and start to bond with the Kiwi teachers.

In the last week before they go over to the Kiwi room, they will stay for longer periods, for a morning or afternoon and sleep-time.

Each child is different and we endeavour to suit the transitions to each individual child.

Please talk to me if you have any questions or concerns about your child's transitions or move to the Kiwi group.

Thank you.

The Tui Team

Responsibility for Policy review: Manager

Who will be consulted: Committee, Parents/Whanau, Staff

Scheduled review: once every 2 years

Reviewed: April 2011

Next review date: April 2013

