

## Settling policy

**Te Whariki 2017. Strand well-being /mana atua.** Children need consistency and continuity, especially at times of transition. A foundation of remembered and anticipated people, places, things and experiences will give them the confidence to engage successfully in new settings. **Strand- belonging/mana whanua** Children and their families feel a sense of belonging.

**Rationale:** Children and their whānau feel comfortable entering our setting with the knowledge that we have indicated and reiterated aspects of our rules and routines and will guide and support them in this process for as long as they feel the need.

**Objective:** That children, whānau and teachers have knowledge to support children and whānau into our centre utilising best practice for this eventuality

### **Procedures:**

- it will be indicated to parents that there should be at least a minimum of two preferably three settling visits maybe more depending on the dispositions of the child/ren
- on the first settling visit the parent will stay with the child so they understand our rules and routines for at least two hours, a key teacher will speak with the parents and child to indicate such rules as signing in, signing attendance, where to place their belongings, spare clothing requirements, lunch boxes/drink bottles, nappies, our timetable, aspirations, concerns and other mitigating factors we should need to know e.g sleep, diet medications etc. They will be invited to our on-line platform StoryPark where they will be able to fill in the section for their child/ren 'all about me'.
- on the second visit the parent will sit in the background while the key teachers gets to understand/know the child, again this may last two- three hours
- on the third visit the parents may stay for up to an hour then leave their child with the understanding we will call them if their child becomes too upset, it will be explained to parents they must always indicate to their child they are leaving and will come back later, with the understanding their child may cry at this stage

- on the first day of starting at the centre the key teacher will reassure the parent and suggest they use a routine to settle their child e.g put away belongings then say goodbye reiterating it is not best practice to linger and makes it more difficult for their child to settle if they linger
- Parents/caregivers/whānau need to label all belongings clearly to avoid mix ups.
- Any un-named bottles/food items cannot be given to a child due to health and safety.
- Parents/caregivers/whānau should allow time for themselves and their tamariki to settle into the new environment. Each tamaiti and parent/caregiver settles at their own pace. Remember, there will be good days and bad days in an early childhood setting, just like you have at home.
- if the parent/child is still not settled/ comfortable after a period of time, this will depend on the individual child, the key teacher will speak to the parents on other approaches to utilise.

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