



SETTLING CHILDREN INTO THE CENTRE POLICY

Purpose:

A variety of methods will be used when settling children into the centre to ensure each child's individual needs are considered and that their introduction to Wana Tamariki Trust is positive for them and their family.

Goals:

1. To ensure that both parents or carers and the child are as comfortable as possible during the settling in period of the child.
2. To involve the carers of the child in decisions about the process for settling their child.
3. To ensure that all staff are familiar with an individual child's needs during this time.
4. To provide open communication between all parties concerned.

Procedures:

On Enrolment:

- Parents will be invited to observe the group their child is to attend before starting.
- When a child is enrolled an information booklet is given to the parents outlining the centre policies and procedures.
- Each child will be assigned a Key Worker. This person will be the key caseworker for the family whilst enrolled at Wana Tamariki Trust.
- Flexible time will be made available at the beginning of all programmes to allow time for parents to prepare their children for the day.



- Depending on the assigned Group and age of the child, a parent/caregiver will be encouraged to remain with the child to assist them to participate in the programme. For individual Sessions, the parent or caregiver will remain as support for the child.
- For group sessions, families may have up to six weeks of contact time as a trial of the programme. During this time a parent/carer remains in the class in support of the child, but will be supported to withdraw for periods of time as appropriate.

On Entry:

- A staff member will be assigned to the new family to show them around and introduce them to the routines, the staff and other parents and children.
- To allow the parent/carer to settle their child into class the first fifteen minutes of the Daily Schedule will be flexible.
- Involve the family of the child in decisions about the process for settling their child.
- Ensure that both the parents and the child are as comfortable as possible during the settling in period.
- Information will be shared with staff to increase their knowledge and understanding of the child's needs during this time.
- Encourage open communication between all parties concerned.
- All staff use positive encouragement through physical comfort, distraction and reassurance to settle the child.

When a child is first separated from their parents when attending a programme:

- (i) Parents are asked to stay at the Centre until they and the staff are happy the child has settled.
- (ii) If the child has difficulty settling, the Teacher, Key Worker or Manager will consult with the parent about the situation and agree how to proceed.
- (iii) The decision about how a child is to be settled will be based on the individual need and situation. Planning for separation can often begin in advance at the CEP Meeting.
- (iv) Parents can phone for information about their child at any time.
- (v) Staff will contact parents if a child is not coping.



When a child changes groups or the group dynamics change:

- (i) A staff member for the Group is available to the family and children during the flexible time to ensure familiarity with new routines.
- (ii) At the end of the session the experience of the child's day is shared with the parent to allow them the opportunity to help the child cope with the change.
- (iii) Parents are encouraged to observe their child working whenever they can.
- (iv) Children may be transitioned into a Group over a period of time. This will be discussed with the parent.

Review:

Every three years, or when there is a significant change in the area of the policy topic.

REVIEW DATE: May 2025

REVIEW DATE CYCLE: May 2027

Centre Manager: _____