

POLICY: SETTLING AND TRANSITION

This is a summary of the policy. For a copy of the full Policy, please see the centres Policy Folder.

Purpose:

Staff at Apples Childcare & Learning Centre are committed to supporting the children in our care and their families to settle into the centre environment. We want to offer support and care to ensure that each child makes a happy transition into the centre environment, where they will want to learn and participate in all areas of the curriculum. We will ensure positive, supportive strategies are in place to assist with the process of change and separation for your child.

Procedure:

Transition visits

Ideally, we would recommend at least 3 transition visits. These visits allow your child to become familiar with their environment, get to know their teachers, be involved in the Centre routines, join in with the daily programme. There is no fee charge for these visits. However, we do understand that everyone's circumstances are different and we will endeavour to support the child and their whānau as best we can.

Settling children

- Sneaking out may cause less stress initially for the parent, but can cause greater long-term stress for both the child and the parent. Parents and caregivers are encouraged to say goodbye and they will return soon. Parents are encouraged to leave promptly at drop off time as delays can cause the child to become more unsettled.
- Parents and caregivers will need to inform staff when they are leaving the centre if they are having trouble separating.
- Children may settle better with a comforter from home. If so, it is suggested the named security item come to the centre with the child.
- Parents will be encouraged to contact the centre during the day to see how their child is. An honest answer will be given. If the child is not settling the parent will be contacted by the centre. If the child prefers a particular member of staff this will be acknowledged and worked with.

Transitions between rooms

- A letter will be sent home with the parents informing that their child will be transitioning to a different room.
- Children will have short visits to the room during the day to introduce them to staff, children and take part in activities happening in their new room
- As they become more settled, the length of visit will grow. These visits may take place over a few days or weeks, depending on the individual child.

Transitions to school

- The centre's on-going programme planning takes transition to school into account by encouraging parents to pre-enrol their child at school, reading books, stories and taking part in activities related to school experience. School will always be talked about in a positive manner.
- Ensuring children are proficient in basic skills before they begin school. For example, recognising names, dressing oneself, can write or attempt to write their own name, are familiar with numbers, can recognise colours and a range of different basic shapes and can go to the toilet independently