



## Settling Policy

### Goal:

To ensure that each child feels comfortable, safe and secure in the Centre's environment in the absence of their parents and whānau.

### Procedure:

1. Parents and whānau will have an introduction to the Centre conducted by a teacher. This will cover the centre information brochure, enrolment forms, Work and Income Support documentation, Immunisation register, policies, and any relevant information that may assist in the settling of the child.
2. Parents and whānau and the child will be required to visit the Centre before the start date as part of their orientation to the Centre's layout, routines, and introductions to teachers and their child's Key Teacher.
3. Parents and whānau and their children are welcome and encouraged to visit as often as they feel necessary to ensure the child is settled prior to their start date.
4. On starting, the Key Teacher will initially assist the child with settling into the childcare environment.
5. To ensure a sense of belonging, the child will be welcomed into the Centre and familiarised with such places as the toilets, where their personal possessions belong and where they will eat and rest.
6. If the Key Teachers or other teachers are unable to calm a distressed child, the parent and whānau will be contacted.
7. To support positive separation, teachers will encourage parents and whānau to farewell their child before leaving the centre.

This policy will be reviewed as per the centre review schedule.

Date: 8 August 2020