****

**SETTLING POLICY**

**RATIONALE**

In the early years it is vital that tamariki are supported by positive learning experiences in an environment where they feel safe and comfortable. Effective and consistent settling in procedures will ensure that this is possible.

**TE** **WHĀRIKI**

***Belonging/******Mana******whenua******-******Goal******3:***Tamariki and their whānau experience an environment where they feel comfortable with the routines, customs, and regular events.

**Licensing** **Criteria** **for** **Early** **Childhood** **Education** **&** **Care** **Services** **2008**

**Curriculum:** **Professional** **Practice**

* **C2:** The service curriculum is informed by assessment, planning, and evaluation (documented and undocumented) that demonstrates an understanding of children's learning, their interests, whānau, and life contexts.

**Curriculum:** **Working** **with** **Others**

* **C11:** Positive steps are taken to respect and acknowledge the aspirations held by parents and whānau for their children.
* **C12:** Regular opportunities (formal and informal) are provided for parents to communicate with adults providing education and care about their child, share specific evidence of the child's learning, and be involved in decision-making concerning their child's learning.

**PROCEDURES**

* Flying Kiwi Preschool curriculum is informed by assessment, planning, and evaluation (documented and undocumented) that demonstrates an understanding of tamariki learning, their interests, whānau, and life contexts.
* Positive steps are taken to respect and acknowledge the aspirations held by parents and whānau for their tamariki.
* Regular opportunities (formal and informal) are provided for parents to communicate with kaiako providing education and care about their tamaiti, and share specific evidence of the tamaiti learning; and be involved in decision-making concerning their tamaiti learning.
* Mātua and tamariki are encouraged to visit as often as possible before the tamaiti is expected to attend. We suggest visiting regularly during the month prior, and for at least the fortnight prior to the official starting date.
* At these visits mātua are encouraged to get to know the kaiako and share information about their tamaiki, themselves and their whānau with their key kaiako.
* Each tamaiti will be assigned key kaiako who will be responsible for their care routines, settling in and discovery book. (See Key Kaiako Policy for more information).
* Enrolment forms must be completed prior to the first settling visit and returned to the centre manager. Mātua are encouraged to complete additional information sheets provided in their enrolment pack during the settling in period.
* Mātua should allow time for themselves and their tamariki to settle into the new environment. Each tamaiti and mātua settles at their own pace. - Mātua are welcome to bring any special toys or cuddlies that might help their tamaiti to settle.
* When supporting tamariki to settle to sleep, kaiako follow rituals from home/s as closely as possible. However, over time tamariki are encouraged to securely and peacefully fall asleep with minimal adult interaction.
* Mātua settling tamariki into the centre are encouraged to observe at any time during the day and take part in our programme until such time as they feel secure enough to leave.
* Each centre has settling guidelines that will be given to whanau and key kaiako before children settling visits begin.
* If home visits are offered as part of the settling process, kaiako safety procedures will be planned and discussed with the kaiako concerned before the home visit.

**Settling** **from** **another** **room:**

* For each tamaiti, transitioning between groups is based on developmental readiness, availability of spaces, the best interests of the tamaiti and group, and in consultation with mātua. Mātua are notified and kept informed about the likelihood and timing of any space becoming available.
* Kaiako will plan for the transition (visit times, information sharing, meeting new key kaiako) and this information will be shared with whānau as soon as possible.
* Any security toy/blanket/cuddly can be brought from home. Depending on the age and ability of the tamaiti, kaiako will encourage tamariki to be responsible for putting these safely away when not needed, and make the comfort item available to reduce emotional stress.
* Information about the tamaiti, including the name, date of birth, mātua names, and allergies, as well as individual and group routines are exchanged between the new and existing kaiako.
* Important relevant written information, such as their discovery book and/or their written confidential file will accompany the tamaiti to their new room.

**LINKS** **TO:**

* Key Kaiako Policy
* Mātua Induction Policy

**Date** **approved:**

**Review** **date:**