

# GERALDINE PRE SCHOOL

## SETTLING POLICY

**Rationale:** Children and parents who choose to attend the centre will make a positive start through a careful settling routine which will encourage a sense of belonging and a feeling that their contribution is appreciated.

**Purpose:** To ensure parents are given information about the expectations and routines of the centre and teachers gain information and knowledge which will assist in the settling process.

### PROCEDURES:

#### Settling

- All parents will be offered a home visit from a teacher prior to the child's first day at Preschool, or if a child has been attending preschool for some time and has not settled.
- All parents must sign in as visitors if they are accompanying children into the centre and are not planning on leaving the centre straight away.
- All prospective parents will be welcomed into the centre, where they will be met by a staff member and shown through the centre.
- A parent information booklet will be given to all new parents.
- Parents will be encouraged to stay with their child for initial visits.
- A staff member will warmly welcome children and parents to the centre. Parents will have the opportunity to speak with staff if required.
- All children must be brought into the centre. No child may be dropped in the entrance way. Staff must assist all children from the minibus on arrival.
- Children in the Pihinga room will be designated a key teacher.
- Staff must be informed when the parent is leaving, and parents must sign the roll.
- Staff must be aware if any child shows signs of distress when the parent leaves, to ensure extra attention is given when required.
- Children are welcome to bring any special toys/belongings that might help them settle.

• **SIGNED:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

• **POSITION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

• **REVIEWED: May 2015**

• **NEXT REVIEW: 2018**