

9 POLICY: SETTLING IN

Aim

To ensure that new children and their families feel comfortable with the school environment and the daily routines, ensuring that the settling in process is a smooth one.

9.1 Visits

- 9.1.1 After enquiring parents are encouraged to visit the school to observe the class and gain an insight into the philosophy to evaluate the schools suitability for them and their child.
- 9.1.2 Following the visit, we encourage parents to visit with their child to enroll or waitlist their child for a permanent booking. (See *enrolment policy*)
- 9.1.3 Prior to starting a minimum of three visits are scheduled. The duration of the visits is in consultation with the teacher and parent and may vary from child to child.
- 9.1.4 These visits are considered important for the following reasons:
 - 9.1.4.1 They allow the child to become familiar with the school environment and allow the teacher (kaiako) to begin establishing relationships and share information including any cultural beliefs.
 - 9.1.4.2 Where possible in the Bambini room the key kaiako will observe the parent undertake care moments such as toileting and sleeping.
 - 9.1.4.3 They provide time for the parent's to feel comfortable with us before leaving their child.
- 9.1.5 The visits will be timetabled by the administrator.
- 9.1.6 Throughout these visits teachers will gather information from talking with parents and observing the child to develop an understanding of the child's interests and strengths.
- 9.1.7 Prior to starting a parent handbook, consent forms, enrolment form and a welcome sheet are provided.
- 9.1.8 We welcome all parents to ring and check on their child at any time. If a child is not settling a teacher will contact the parent. At the end of the day, a teacher will inform the parent who collects the child about their child's day.