

## Settling in Policy

Children and parents will be made to feel welcome and comfortable. Before commencement whenever possible all staff in the area where the child is being placed will be introduced to the parents and child.

Prior to commencement of care, parents are encouraged to spend some time at the Centre with their children. This will be arranged with the Head Teacher so it coincides with times of activities that will engage the child, rather than sleep times.

Staff will endeavour to ensure that the initial period of care is as stress free as possible for both child and parent and will maintain a comprehensive dialogue with parents/whanau.

Parents are also encouraged, during the initial settling time to phone staff for a brief update on their child during the day. We know this gives peace of mind while absent from them. If parents work nearby, they are welcome to visit also.

Staff at the end of the day will give the parent feedback on how their day went, complete with highlights and any issues arising.

We recognise that a bond between parents and their child is one of the most precious things and seeing your child happy, secure and safely looked after is paramount to a parent and to the Centre.

Early Childhood Regulation 2008 43/C-12

Date of Policy:

Date of Review: December 2008