

Transition Policy From Home to Centre

Regulation 32

Goal

This policy is written to make the move from the home environment to our childcare centre respectful and as comfortable as possible for the child, family/whanau and teachers.

Rationale

Making a shift from one environment to another can be a stressful experience. This can be especially so when a young child is placed into a childcare centre where primary caregivers are unfamiliar as are routines, childcare practices and becoming a member of a large group in an unfamiliar environment. Parent and whanau also need to feel that they are respected as child's first teachers and be assured that all care is taken, and opportunities for extending children's interest is promoted.

Policy Guidelines

- Prior to any child commencing, the administrator will meet with the primary caregiver to share information regarding administration matters. A detailed brochure providing important information will be given to each family
- A check list signed by the parent/caregiver will complete initial interview to ensure all matters are covered.
- The parent/caregiver will be introduced to the centre manager.
- The parent and child will be invited by the administrator to visit the respective centre and introduced to the team leader who will exchange childrearing practices with parent/caregiver. Routines matters, such as meal and rest time, as well as planning, portfolios and other teaching practices will be shared with visiting parent or guardian.
- The parent and child will be introduced to other teachers.
- To support the transition from home (or other early childhood settings) and prior to starting, the child and parent/caregiver will be invited to re-visit the centre.
- To provide some familiarity, the child is encouraged to bring a cuddly for rest periods. Bringing child's bedding from home is also a means for ensuring some familiar feature during this period.
- To foster a sense of belonging, teachers will strive to learn the welcome greeting of each child's first language. Individual child's photos will be placed on bedding mats and cots, lockers and for toddlers' table placement.

- As part of our philosophy, the child and family will be treated with respect and consultation between parent and teachers will be ongoing to ensure the transition between home and centre is comfortable for all.
- A portfolio, including photos, and teacher and child voices, will provide parents with some visual and written documentation about the child's transition to the centre.
- Siblings will be invited to spend time together and/or have lunch together. However should one sibling begin to feel uncomfortable with this situation, the practice will lessen
- A Respectful and private place will be given to breast feeding mothers, eg. Small office off infant room.
- Parents will be invited to fill-in an information sheet about the child's interests and home routines.

The above are guidelines and some flexibility may need to be used, by management and team leaders, to ensure the needs of the child and whanau.

Date 30th November 2010

Signed **Licensee** **Manager**

Review Date 30th November 2013