

Settling Children policy

- Each child and family/whānau is respected for who they are. We acknowledge and respect that some tamariki take longer than others to settle in with an educator. It is important to take as long as is appropriate to settle a child. Every family/whānau is encouraged to have at least two visits in the educator's home before care begins. If their child sleeps during the day, parents are invited to make a visit close to a sleep time and put their child down to sleep at the educators and be there for when their child wakes. Parents are encouraged to leave their child for short periods and build up the length of time as they settle.
- When care commences, it is important that the child is told honestly that the parent/whānau is leaving, assuring them that they will return. Sneaking out is confusing for a child. The parent/whānau may wish to leave something of theirs that the child knows is valued, as this can be reassuring. Taking a favourite toy to the educators can also be helpful.
- The educators focus is on growing relationships with the child and their family/whānau. Every family has their own unique needs which the educator will endeavour to support.
- The educators and visiting teachers are experienced and can offer support and advice.
- Educators are available to talk with parents informally about their child's day at both drop off and pick up times. Information is regularly shared regarding the child's learning.
- Visiting Teachers can be contacted by parents/whānau and educators to discuss the child's education and care needs, or any concerns. A meeting can be arranged if required with the Visiting Teachers, Educator and Parents/whānau, or between the Visiting Teachers and parents/whānau.
- Information related to sleeps, nappy changes, food, medication (as required) and excursions are recorded on the daily sheets (See appendix). The daily diary is also an opportunity for parents/whānau to share information with the educator.

Date Reviewed: June 2022

NELPS objectives 1-3, priorities 1-6