



# Little Feet Childcare Centre Limited

*"we care for your child"*

## **Orientation and Settling in Policy**

### **Rationale**

Little Feet Childcare Centre aims to ensure that each child and their families receive an orientation session which meets their needs, allowing them to feel safe and secure in the level of care we provide.

### **Procedures**

1. During enquiry session, the person responsible will take the parent for a tour of the Centre.
2. The person responsible will provide the family with information about the programs, policies and procedures.
3. Families are given a copy of the enrolment form and fee structure together with WINZ subsidy forms.
4. Completed forms are to be returned to the office.
5. Before the child begins their first day, the Centre must have received a fully completed enrolment form, copy of the passport or birth certificate and immunization certificate.
6. Parents/whanau are encouraged to bring in their child for free orientation sessions for an hour per day for up to 3 days a week.
7. During the orientation, the child may participate in Centre activities if they desire to do so.

### **Transition from under two room to over two room**

At Little Feet Childcare Centre, we aim to ensure that transition from one room to another (under 2 child) is as smooth as possible for the children and their families. In order to minimize any distress that may be caused by the transfer, we will consider implementing the following:

- Think about transition ahead so that new educators will have opportunities to get to know the child.
- One month prior to the movement, the child from under 2 room to over two room for an hour (10:00 – 11:00 am) for 3 days a week.

- 2 weeks prior to the movement, the children will spend 1 hour daily for 3 days in the morning and 1 hour in the afternoon with the over two children
- 1 week prior to the movement a child will spend morning session in the over 2 room and will return to their under two room during sleep time.

### **On the child's first day**

- The child and their families are welcome into their rooms
- A primary caregiver is allocated to the child. Parents are able to stay as long as needed to reassure their child.
- The child may bring their favorite toys in the Centre which will help them settle and is only used as a comfort for the child.
- Parents are most welcome to ring and find out about their children at any time of the day.