



# Little Feet Childcare Centre Limited

*"we care for your child"*

## **Orientation and Settling In Policy**

### **Rationale**

Little Feet Childcare Centre aims to ensure that all parents and their children feel welcomed to the service during their enquiry/orientation session. Parents will be provided with all necessary information so that they are content that their children will be nurtured in a safe and homely environment.

### **Procedures**

1. During enquiry session, the person responsible will take the parent for a tour around the Centre.
2. The person responsible will provide the family with information about the service and will take the parents through the service. When parents indicate their interest in enrolling their child, they are then provided with information such as (opening and closing times, Centre routines, meals, policies and procedures and fees).
3. Families are given a copy of the enrolment form and fee structure together with WINZ subsidy forms as required.
4. Upon receiving the completed enrolment forms, together with a copy of birth certificate/passport and proof of the child's completed immunization record, the child is then enrolled into the service.
5. The staff arranges for the parents and their child/children to visit and become familiar with the Centre before commencing care. During the visit the parents and the child/children are shown through the service and introduced to the educators. The parents are encouraged to bring their child/children for free orientation sessions for an hour per day up to 3 days a week.
6. During the orientation, the child may participate in Centre activities if he/she desire to do so.

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

- The child/children and their families are welcomed and guided by a staff and are shown where their belongings will be stored.
- A primary caregiver is allocated to the child. Parents can stay with the child as they wish and are assured that their child is settled.
- The child may bring his/her favorite toys in the Centre which will help him/her to settle and is only used as a comfort for the child.
- Parents are most welcomed to ring and find out about their child/children at any time of the day.

### **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:

- Children are transitioned to the next age group when they are developmentally ready to move.
- When the educators identify that the child is ready for transition, the parents will be informed.
- Before the children are officially moved to the over two room, their current educators talk to them about the impending move and the children then visit the over two room several times. The frequency depends on the needs of the individual child.