

Enrolment and Settling In – Procedure PO182-2

ENROLMENT/INDUCTION PROCEDURE

1. Parents / caregivers / whānau are invited to visit the Centre to meet the teachers and 'get a feeling' for the Centre. Relevant information pertaining to the child and family is discussed at this initial meeting.
2. Families are encouraged to take their time in deciding to enroll their children.
3. When whānau have made a decision to enrol their child, and a place is available, they are given an enrolment pack including:
 - Enrolment form
 - Health care plan
 - Emergency form
 - Child Health Programme Consent (Hearing & Vision check)
 - Whānau welcome information
 - Centre emergency plan
 - MoH Reducing Food Related Choking information
4. The family will be asked to complete all above forms and pay a \$50 deposit to secure the place for their child.
5. Additional information will be sought regarding children's health issues or allergies, as indicated in person or on the enrolment form.

Symptoms of any condition and recommended treatments will be recorded on the enrolment form and, if applicable, a Health care plan will be completed.

If the child has a serious allergy, the family will be asked to supply an ASCIA form signed by a medical practitioner. ASCIA forms will be displayed on the pantry door. The family will also be asked to supply an epipen or similar. No child will be excluded for lack of an epipen.

Other minor food allergies will be displayed on the food allergy chart on the pantry door.

Health care plans are kept, along with medication, in the box on the fridge, kept for this purpose. Copies of ASCIA forms and Health care plans will be kept with the enrolment form in the child's file in the office.

If more information on allergy management is requested, the Allergy and Anaphylaxis Guidelines for Early Childhood Services and Schools at www.allergy.org.nz will be recommended.

6. Daily procedures are explained, such as signing/scanning in/out, sleep, toileting/changing, medication, settling in, profiles, display boards etc.
7. The new child is encouraged to explore/experience the Centre environment and activities.
8. Parents/caregivers/whānau are invited to share information and ask questions. Information regarding any special custody arrangements, allergies or other health issues, is sought.
9. Families are encouraged to take their time in settling their children in. This is to ensure that they are at ease with the Centre and teachers and are familiar with the procedures within the Centre. Whānau also have a chance to share their children's cues and preferences with the centre staff.

SETTLING IN

- Parents / whānau will spend time in the Centre with their child/ren prior to start date to enable the child to transition into the Centre environment. We request that children have at least five pre-enrolment visits for under two year olds, and at least three visits for 2-5 year olds.
- Pre-enrolment visits should occur at a variety of times through the day so that the child can experience different parts of the routine.
- We ask that the minimum required number of pre-enrolment visits occur within two weeks of the start date. Families are welcome to do extra visits if they would like to.
- During the first visits in Te Pihinga room, we ask that the parent takes responsibility for the child's care moments so that the key teacher can observe the preferred style of care.
- The parent will be invited to leave the Centre for short periods towards the end of the transition.
- When leaving your child, we ask that you always say "Goodbye," and leave promptly. Your child needs to build a pattern of predictability around the separation routine. He or she may cry at first, this is a natural response to the sadness of separation but knowing that you won't go without saying goodbye helps your child to maintain trust in you and to build trust in us. Our experience tells us that children who are aware of the parent leaving cry for a very much shorter time than those who discover their parent missing with no understanding of when they left or where they are.
- All staff are made aware of a new child's arrival in the Centre.
- Should children show signs of becoming unsettled, staff will make themselves available to meet the child's needs.
- Parents and whānau are encouraged to visit and spend time or ring anytime to check on their child/ren.
- Staff will work with children and caregivers towards a smooth settling process for each child in to the Centre.
- Children will be familiarised with the routines of the Centre as they show readiness.

- Staff are aware of the importance of children's comforters and will work with Parents regarding the use/need of them.
- Parents are encouraged to refer any queries regarding the information sheet or any part of our curriculum or service, to staff at any time.
- Parents are required to update the Centre via their whānau teacher and management staff, as soon as practicable on safety sensitive information pertaining to the child such as health issues, allergies and/or custodial arrangements. Whānau should ensure that any such information has been documented on the child's file.
- Staff of Ōtātara Children's Centre recognise the importance of communication with parents/whānau to enable children and their families to gain a sense of wellbeing and belonging in the Centre.

Document information – Office use only	
Document Name	Enrolment and Settling In
Document Number	PO182-2
Executive	Executive Director, Student and Academic Services
Owner	Executive Director, Student and Academic Services
Developer	Supervisor Children Centre
Review Frequency	12
Last Review	5/07/2022
Next Review	5/07/2023
Related Items	Open Door – Policy QO182
Version history	New format July 2020 Migrated format March 2023