

PAULA'S PRESCHOOL

KEY TEACHER POLICY

AIM

For children to feel secure, valued and happy while at Paula's Preschool.
For children to form trusting, reciprocal relationships with one or more teachers.
For children to develop the confidence and independence to explore their world.
For parents to form warm, trusting reciprocal relationships with at least one teacher.
For information to pass freely between centre and home.

PROCEDURES

Each staff member will be allocated children.

The team will discuss who is best suited to be this key teacher, as well as respecting the child and parents choice.

The key teacher will be introduced to the family during settling in visits. This is when the relationships begin. Time will be taken to get to know the child and family. Information about the family and child will be passed on to other staff members during staff meetings.

The key teacher will spend time with the child and parent/parents during the settling in process. The teacher will communicate with the rest of the team to ensure that there is an understanding that she/he may be preoccupied for a short time with an individual child and their parent. Parents will be encouraged to have a cup of tea in the office for a short time away from their child. As the settling process develops the parent will be encouraged to spend longer periods away from their child. (Parents must stay with their child/children until they formally begin at Paula's Preschool).

When the time comes for the parent to say goodbye to their child, **both** will need support. Parents will be encouraged to phone if they are anxious or worried. The key teacher will report back honestly to parents on their child's day. The key teacher will report back to the rest of the teaching team on how things are going.

The key teacher will prepare a Learning Journey Book for each child that will include an 'Introduction Page,' a recent photo and the '*aspiration form*' information sheet, family tree, iwi pepeha (for parents who make iwi connections), learning stories and art work. These learning journey books will be kept up to date with current information. Parents will be encouraged to contribute to the profile book with photos, stories and comments. Learning journey books can be taken home and added to it at any time.

Time will be taken with these books as they are an important record of the journey of the child while at Paula's Preschool.

This policy will be reviewed three yearly or when new staff are employed.

Date reviewed: March 2017

Position held: Center Manager

Next review date: March 2018

Signature