

PAULA'S PRESCHOOL

SETTLING AND TRANSITION POLICY

AIM

Settling into a new centre and transitioning from home to centre, from one centre to another, or to school, can be stressful for both the child and parents. At Paula's Preschool we aim to provide a process that is positive, relaxing and fun, which will optimize the benefit of attending Paula's Preschool.

PROCEDURES

- Initial contact is usually by phone.
- Parents/caregivers will be invited to visit the centre and meet the staff.
- Parents will be warmly welcomed and shown around the centre and an enrolment form will be filled out. Time will be taken to really get to know the parents and the aspirations they have for their children. They will take home an enrolment pack.
- Children will either begin the settling in process or go on the waiting list.
- Parents/caregivers are encouraged to make numerous short visits staying with their child during this time. This is to let their child become familiar with the environment and teachers. In consultation with the teachers parents are encouraged to leave their child for short periods, (staying on the premises ie: in the office with a cup of tea) gradually building up to longer periods of time - session time.
- Parent/caregivers will be encouraged to explain to the child that they are leaving, reassuring their child that they will return, then say goodbye.
- Teachers will give parents honest feedback on their child's settling in process, showing sensitivity to parents/caregivers feelings about leaving their child.

Induction for parents will include:

Parent pocket, Notice boards, placement of lunch boxes, food, nappy requirements and where to store them, toilet chart and sleep policy, learning journey books, complaints procedures, fees procedures, evacuation procedures.

Procedures to help smooth transition:

Within Preschool we will begin preparing the children for transition to an over-two centre, to the Academy Room and to primary school by helping children to develop some self-help skills and independence with some tasks.

As the children gain their confidence they will be encouraged to:

- take responsibility for their own lunch boxes at kai times. This involves collecting their lunch box from the cubbies and for putting their lunch boxes back into the cubbies.
- wash and dry their own hands before eating and after toileting.
- to look after their own equipment/belongings.
- tidy up the toys and equipment when finished using it.
- we have a close relationship with the Richmond School. We visit them and have them visit us regularly.

Transitioning from the Preschool Room to the Academy Room.

Teachers will share information about children's interests and needs to ensure that children transition to the Academy Room is a positive experience. Prior to starting in the Academy, children will have opportunities to visit the Academy on the days that they are booked in the Preschool.

- mat times
- literacy
- numeracy

This policy will be reviewed three yearly.

REGULATIONS

Education (ECS) Regulations 2008

Reg 43 (C3) (C5) C(6) C(11)

Reg 47 GMA (2) GMA (3)

Date Reviewed: March 2014

Next Review Date: March 2017

Position Held: Head Teacher

Signature: