



## Settling In Policy



### **Rationale**

To ensure that families are given sufficient information to allow them to feel comfortable as quickly as possible. Families will be provided with sufficient information to allow them to make an informed choice about Hopscotch as an early childhood education option.

### **Te Whāriki**

Belonging - Goal 2: They know that they have a place. A feeling of belonging, and having a right to belong, in the early childhood setting.

### **Procedures**

1. Potential new families are able to visit without notice prior to formally enrolling.
2. After a place has been confirmed, Hopscotch recommends that children come for three visits before the booking starts. The parent or caregiver is asked to remain with the child on these visits and stay for approximately one hour, with their last visit being a drop off visit. More visits may be necessary depending on if your child is settled.
3. New families will be shown around the centre and encouraged to ask questions. They will be given support and information about our philosophy, education and policies.
4. Children and families will be greeted by name.
5. Hopscotch acknowledges all parents/caregivers as an integral part of their child's education and respects parents' rights to participate at the level they feel comfortable.
6. New children starting and children moving from the Early Learning Centre to the Preschool will be supported through an established transition process. Parents of transitioning children will be informed prior to their move. They will be given the opportunity to postpone the move if, after discussion with the Supervisor, they feel it appropriate.

For more information, please refer to procedures for Supporting Transitioning Children to Preschool.