



INDUCTION POLICY: INTRODUCING NEW CHILDREN TO THE CENTRE

Policy Statement

When a child begins at the Centre, a teacher will be assigned as the primary support person for the child and his/her family during the settling in period. This teacher will ensure that the child and the child's family become familiar with the routines and procedures of the Centre.

Procedure

- When a child begins at Pipitea the supervisor will assign a teacher to the child. This teacher will be responsible for the child's individual profiles (prepared formally about every 6 months).
- The assigned teacher will show the parents/caregivers around the Centre on their pre-enrolment visits and answer any questions they may have. All routines and procedures will be explained. Questions will be encouraged.
- A parent or caregiver will be encouraged to attend the Centre with the child for several extended periods (2 - 3 hours at a time) prior to commencement, to assist with familiarising the child to the environment at the Centre. The parent or caregiver must remain with the child on any pre-enrolment visit.
- Teachers will give feedback on the child to the parent/caregiver personally or by telephone as desired by the parent/caregiver when the child formally starts at the Centre. Parents and caregivers are free to telephone the Centre to get updates on how their child is progressing and settling in. Teachers will ensure that the parents/caregivers are introduced to the other teachers/staff at the Centre and introduced to other parents/caregivers where possible. The teacher will help the parents/caregivers become familiar with signing in and out procedures, filling in medicine charts, and noting relevant items in the diary.
- Where a mother of a child wants to breast feed that child, the teacher will show her an appropriate place to feed, away from other children at the Centre and will also discuss any particular needs concerning access and routines;
- Upon enrolment parents/caregivers are required to arrange for fees to be paid fortnightly in advance by automatic payment to the Centre. This is part of the contract between parents/caregivers and the Centre signed at the time of enrolment. Parents/caregivers are required to advise emergency contact numbers, the child's doctor and their own contact details. Parents/caregivers will be asked to provide an immunisation certificate if their child is 15 months or older. Parents/caregivers will be asked to supply an emergency kit for their child in case of a Civil Defence emergency. Parents/caregivers must advise any medication the child may require or any chronic illness from which the child suffers. Parents/caregivers must inform the supervisor of any custody issues relating to the child.

