

Induction Procedure for Tamariki and Whānau



Licensing Criteria: Governance Management and Administration GMA7

Rationale

The Redwoods Country Kindergarten recognises that the first impression tamariki and whānau receive from kaiako can have a lasting impact on the overall experience they have at kindergarten. As a result, kaiako will ensure all families receive an induction process that focuses on building their sense of belonging, enhancing their well being, building positive relationships and supporting them to feel part of our kindergarten community.

Objectives

- Tamariki and whānau will develop a sense of belonging and wellbeing here at kindergarten which will foster an authentic and positive learning journey.
- Responsive relationships are created between tamariki, whānau and kaiako that are based on open communication and trust.

Procedures

- Tamariki and whānau are greeted warmly by a kaiako upon arrival and shown where to store the child's belongings.
- Whānau and the tamaiti are introduced to all other kaiako.
- All whānau are guided through an induction by a delegated kaiako when they begin at The Redwoods Country Kindergarten. This includes tamariki starting kindergarten for the first time and those who are transferring from another ECE centre.
- Using the Discover CMS, Kaiako and whānau will carefully check all information contained within the enrolment form together and complete any remaining sections that have been left blank in the application process. This will provide whānau with the opportunity to ask any questions and seek clarity if they are unsure of anything within the enrolment form. Kaiako will ensure they have sighted the tamaiti's birth certificate and taken a copy of their immunisation certificate (if applicable). Once the birth certificate number has been sighted kaiako will advise whānau of their child's NSN number.

- Kaiako will go through a welcome pack with whānau that will include the following information
 1. The teaching philosophy
 2. The kindergarten program and local curriculum
 3. What to bring each day
 4. How to settle their tamaiti into kindergarten highlighting flexibility catered to the whānau
 5. Introduction to the Ko taku ingoa form and the 'All about me" section in Educa
 6. Family photo required for the Whānau Tree
 7. Explaining assessment and the child's portfolio
 8. Where to read kindergarten policies and seek further information.
 9. Cybersafety policy and form
 10. Child protection form
 11. Risk analysis excursion form
- To support the kindergarten's sustainability practices the majority of the information provided will be in a digital form with the opportunity for whānau to revisit information on the kindergarten website www.theredwoodscountrykindergarten.co.nz. A paper copy can be provided to anyone who does not have easy access to ICT or who requests one.
- Kaiako will take whānau on a tour of the kindergarten, highlighting curriculum areas, other significant information including where to sign in/out, where to hang belongings, find lost property and artwork, sign the first aid register and the changing register.
- The induction will be arranged between kaiako in non-contact time and whānau to allow for an unhurried approach and the opportunity for kaiako to give undivided attention to whānau and for whānau to ask any questions.
- All Kaiako will check in on whānau well-being on a regular basis to discuss any concerns or questions they may have during the settling in phase,

Review

Policy will be reviewed every 3 years as per our review schedule or when a change is required.

Ratified	
Date	July 2024
Review Date	July 2027
Consultation undertaken	Yes

References

- Te Whāriki Early Childhood Curriculum 2017
- Education (Early Childhood services) Regulations 2008

Licensing Criteria for Early Childhood and Care Services 2008