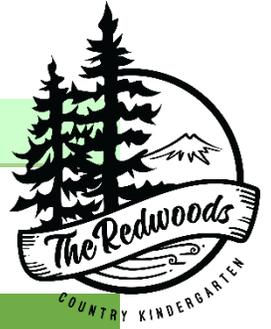


Induction Procedure for Tamariki and Whānau



Licensing Criteria: Governance Management and Administration GMA7

Rationale

The Redwoods Country Kindergarten recognises that the first impression tamariki and whanau 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 focusses 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 whanau, tamariki and kaiako that is 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.
- Kaiako will go through and complete with whanau any remaining sections in the enrolment form and provide opportunity for whanau to ask any questions and seek clarity if they are unsure of anything within the enrolment form. This will include kaiako ensuring they have copied the tamaiti's birth certificate and their immunisation certificate (if applicable).
- Kaiako will go through a welcome pack with whanau that will include the following information
 1. The teaching philosophy
 2. The kindergarten programme

3. What to bring each day
 4. Getting to know you form
 5. Explaining assessment and the child's portfolio
 6. Where to read kindergarten policies and seek further information.
- To support the kindergarten's sustainability practices the majority of the information provided will be in a hard copy 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, sign the first aid register and the changing register.
 - The induction will be arranged between kaiako and whānau outside of session times to allow for an unhurried approach and the opportunity for kaiako to give undivided attention to whānau and for whānau to ask any questions.
 - Kaiako will be mindful of checking in with whānau a week or two after the initial induction to see how they are settling in and if they have any further questions or feedback on how the induction process could be improved.

Review

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

Ratified	
Date	
Review Date	
Consultation undertaken	

References

- Te Whāriki Early Childhood Curriculum 2017
 - Education (Early Childhood services) Regulations 2008
- Licensing Criteria for Early Childhood and Care Services 2008