



TRANSITION POLICY AND PROCEDURES

RATIONALE

To empower the taitamaiti to feel acceptance, affection, achievement and a strong sense of belonging and general well-being.

OBJECTIVES

To ensure positive and clear communication between kaiakos, whanau and tamariki. To ensure tamariki experience an environment where they feel comfortable with the routines, customs and regular events. (Te Whāriki - Belonging – Goal 3).

ALL VISITING WHĀNAU/WHANAU

- All visiting whānau will be welcomed by the first kaiako they meet, who will introduce them to the Centre Manager/Person Responsible
- The Centre Manager/Person Responsible will show whānau around the centre, spending as much time as possible given the ratios and tamarikis' needs at that time, explaining to whānau that if it is too busy, they are welcome to return at an agreed time.
- All new whānau will be asked to complete the Enquiry Book or the Enquiry Form online and kaiako will record parent and kaiako name in the Enquiry Book.
- At the parents' request, they will be given an Enrolment Pack, these will be kept in the foyer and will be made up by the Office Administrator.
- Kaiakos can give a 'guide' as to the vacancies as per the laminated sheet but will stress that the Centre Manger will confirm any vacancies when the enrolment form has been returned, as numbers can change at any time.
- The Centre Manager or Office Administrator will call the parent in 2-5 days to ask if they have any further questions and to remind them they can only confirm any spaces once the enrolment form has been returned
- The Centre Manager will meet with the Office Administrator weekly to ensure all entries in the Enquiry Book have been added to Discover and actioned from Discover-Marketing.

FOR ALL NEW ENROLMENTS

- The Office Manager will email the parent once the enrolment form has been returned and confirm the booking/start date and other information
- The Centre Manager will add the taitamaiti's name to the whiteboard with a start date and confirm the Key Kaiako
- The Centre Manager will add the taitamaiti's name/DOB and start date to the Classroom Diary and to the Transition Plan Form
- The Centre Manager will email the parent/whānau a "Welcome to Pebbles" letter with start date, key kaiako and any other information

- The Key Kaiako will organise the first visit, on a day when she/he is on site, and will enter the dates on the **Transition Plan Form**
- The Key Kaiako will meet and greet the taitamaiti/whanau on their first visit and will ensure the Under Two's Routine Guide (as appropriate) and the All About Me Form have been completed.
- The Key Kaiako will share the **Transition to Pebbles Book** with the parent/whanau and will encourage them to re-read the book on their visits and to ask questions
- The Key Kaiako will be responsible for taking the taitamaiti's photo for Educa/Learning Goals and writing a welcome story, in the first 2 weeks of starting.
- The Key Kaiako will be responsible for discussing Educa, completing the Educa form, planning procedures and parent aspirations
- All About Me Forms will be displayed in a Portfolio Book in the staff room for all teachers to view and read.

WHEN THE PARENT LEAVES ON A TRANSITION VISIT:

- The Key Kaiako (KK) will greet the taitamaiti and whānau by name, support and show them where to put their bag, lunch box and discuss how long they can leave the taitamaiti- depending on our numbers and staff ratios.
- The KK will settle their taitamaiti by staying with them at an activity until the taitamaiti is settled (swopping roles with other team members as required).
- The KK will welcome the whanau to telephone the centre at any time throughout the day to inquire after their taitamaiti
- If the taitamaiti is really distressed when the parent leaves the KK will contact the parent/whānau after 30 minutes and an earlier pick up/shorter sessions will be discussed in order to support the taitamaiti's transition.
- The KK and whanau will discuss how many transition visits will take place and will complete the Transition Plan Form to ensure a minimum of 3 transition visits.

WHEN THE TAITAMAITI OFFICIALLY STARTS:

- The key kaiako will call the whānau on the first day (after an hour) to assure them they are settled and are ok- ideally email a photo of the taitamaiti on their first day
- The key kaiako will write a first day entry into the learning journal/Educa and will share with the whānau by the end of the second week.
- It will be suggested to whānau/whānau of new taitamaiti that they bring their taitamaiti's usual comforter/cuddly (if they have one) to help them feel more settled.
- The key kaiako will discuss parent aspirations, routines and spend some time getting to know the family/whanau.
- All parent aspirations and communication will be documented in the daily diary

TRANSITIONS WITHIN THE CENTRE:

- The Centre Manager will discuss the transition with the Key Kaiako
- The Centre Manager will enter the transition date/change rooms in Discover and on the whiteboard, with the start dates for the new room and the new Key Kaiako
- The KK or Centre Manager will give/email the **Transition Letter** to the whānau at least 4 weeks before the planned transition date, so whānau are aware of what is happening and who the new key kaiako will be.
- The KK will introduce the whānau to the new KK and will ask the whānau if they would like a meeting/informal catch up with the new KK before the taitamaiti transitions.

- The current Key Kaiako will communicate with the new Key Kaiako to arrange some transitional visits and record this on the **Transition Plan Form**
- The current and new Key Kaiako will support the family/whānau at this time, sharing the Transition Plan Form and giving lots of feedback as to how the visits are going and offering time to meet and discuss any concerns or queries.
- The current key kaiako will arrange for a small ceremony at mat time to acknowledge the transition and a congratulations certificate to be posted on Educa.

TRANSITION FROM PEBBLES TO PRIMARY SCHOOL:

At Pebbles we recognise that primary school environments are quite different to early childhood settings. Our aims are to prepare tamariki emotionally, socially, cognitively and physically for school. We aim to empower tamariki with a love of learning to make the transition from Pebbles to primary school as smooth as possible. Pebbles supports whānau with tamariki transitioning to school and will ensure:

- Information about local schools, including books and pamphlets, are available to whānau in the learning environment.
- A Transition to School Information Evening is organised at least annually and in consultation with the new entrants kaiakos, as well as other information evenings, as requested by whānau in the annual questionnaire.
- Kaiakos will build relationships with the teaching team at the local primary schools and will understand the school routine in order to discuss with the tamariki
- The Transition to School kaiako will actively encourage visits from the local primary schools and will positively respond to any invitations to the schools to see productions or events, to be seen as a social activity as not all tamariki attending these events will be enrolled at the visiting school.
- Transition to School visits will take place every term, with the oldest tamariki attending the visits in consultation with their whānau. The visits will focus on social interactions and may not be the school where the tamariki will attend.
- Around 4.5 years, the Key Kaiako will invite the whānau for a 15 min catch up to discuss their taitamaiti and complete the Summary Report together – to be added onto Educa.
- This form will be given to the parent and, with parent permission, will be shared with the new entrant kaiako
- The Key Kaiako will organise a special 'Birthday/Leaving Ceremony' and will invite the whānau, with photos/Magic Moments posted on Educa
- Before School Checklists will be completed by the key kaiakos in consultation with the team and will be discussed with the Centre Manager as required
- Pebbles encourage whānau to visit the local schools of their choice and to observe and enroll at a school that 'feels right' for their tamariki.
- The Transition to School kaiako will provide time for the four year old tamariki to develop enquiry knowledge, practical skills and positive attitudes for effective transitioning to school.
- Pebbles kaiakos are sensitive to the needs of all tamariki about to start school.
- Whānau of tamariki with special needs who attend preschool will be able to discuss the options available and best suited to their taitamaiti's individual needs.