



“where ideas begin”

SETTLING IN POLICY

Mini Trinity Montessori aims to ensure that a welcoming and caring environment is provided to children settling in to the service. At Mini Trinity Montessori, we work together with our families to give each individual child the special attention s/he needs to settle into our preschool with ease.

Guidance for Parents

We are committed to ensuring that a child aged 2 years and over entering the service has the smoothest possible transition from a home to a preschool environment. To this end we offer a free settling in service for all full-time preschool children a few days before their initial start date with the service. The preschool manager contacts the parent/guardian prior to the start day, to arrange a mutually convenient time to welcome the child to the preschool. This can be an emotional time for parents who are asked to be guided by the experience of the Manager and are strongly encouraged to avail of the settling in service. Every effort is made to ensure that the settling in period is as easy and pleasant for the child/ren and their parents. If your child is very distressed and fretting for their parents and we cannot console them after 30 minutes, we will contact the parents to come and collect the child.

During this settling in time, your child will form a bond with the teachers. We will ask you to spend some time with us and discuss the following with our teachers; daily routines, dietary requirements, mealtimes, sleeping patterns and any other valuable information that will assist us in getting to know your child. It is advised that the parents separate from their child during the settling in period to allow the teachers build a connection and bond with the child.

For new sessional and part-time preschool children, when the new school term commences, we offer a one week settling in period gradually increasing the time day by day, Monday to Wednesday 8.45am to 10.45am, Thursday and Friday 8.45am to 11.45am. If your child is

very distressed and fretting for their parents and we cannot console them after 30 minutes, we will contact the parents to come and collect the child.

If the child is part/full time and have settled in with ease, they can continue to stay in the service for the remainder of their allocated hours.

Daily feedback is given to the parents and close involvement of parents is facilitated to ensure positive experiences and continuity of their child/ren. By the end of September, each teacher will be an assigned key worker to several children. The teachers will then start their observations as they will have gained a better understanding of the children in their care at that time. These observations will be saved in the child's scrap book and a copy will be sent home to the parents at the end of each month. Feedback is always welcomed from families to assist in the care and positive learning outcomes for their child/ren.

- We request several individual pictures of the child for the pre-school room. These can include pictures of parents, siblings, grandparents, pets, and any other photos to help the child find comfort and talk about their families. These photos can be sent to the work phone and the manager will print them off and place them on the family tree, make photo albums and use some pictures for the child's personal box and belongings (for full time children only).

Review

Management in consultation with staff, monitors and reviews the effectiveness of this policy yearly or as required.

Review date:	November 2022	September 2023	
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