

## 3.3 Parent/Whānau Induction Policy

### Rationale

Parents/whānau and children need to feel welcome and comfortable in their new environment. The Team Leader and kaiako will encourage and support parents/whānau and children in their transition to Ōrākei Montessori Preschool.

[Link to TeWhāriki](#) – Children and their families feel a sense of belonging.

[Link to OMP Values](#) – Professional and ethical; nurturing and respectful; inclusive, appreciative of diversity and child centred.

### Procedures

- Parents/whānau are taken through an induction plan (see attached) when they enroll and begin at Ōrākei Montessori Preschool by the Team Leader and kaiako.
- The Team Leader prepares the kaiako and the environment before the new parents/whānau and children arrive.
- All parents/whānau are to be informed before their child's first day that we have a policy "no nuts" and healthy lunchboxes. If parents need guidance regarding healthy lunchboxes they will be given an information sheet from the NZ Heart Foundation.
- Before the child's first day parents/whānau will be asked if they have any medical conditions.
- A copy of our Parent/Whānau Handbook will be emailed to them to help their transition into OMP before their child's first day.
- Also included in our email to new parents is a copy of our Food Policy which includes a link to the Ministry of Health booklet for Parents regarding food choking risks for infants and young children.

Introduction date:	Review date:
Comments:	See reference below
Consultation undertaken:	Kaiako Meeting approval, uploaded to website for parent/whānau approval and comment.

References: Te Whāriki (2017) Ministry of Education. Licensing Criteria 2008, GMA2 – GMA4.