

# Parent Induction



Welcome to Te Akonga Early Learning Centre.  
We look forward to a rewarding association with you and your family.

We ask you to attend 2 free stay n play sessions with your child. This allows your child to get to know us better and it allows us to get to know you and your child. During these stay n plays we can discuss your child's routines, needs, likes and dislikes, and any other information we may need to take the best care of your child. We strive to ensure a smooth and positive transition for all children, to do this we feel communication is essential between teachers, parents and children. This also helps develop a strong relationship between our families and our Centre.

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|---------------|---------------|
| Parents Name: | Child's Name: |
|---------------|---------------|

A teacher/administrator will explain to you about:

- Sign in sheet
- Notice pocket
- Noticeboard
- Facebook page and website
- Philosophy and Policy Manual
- Accessing information regarding your child
- Parent Support Group, Fundraising Committee and Governance Board
- Morning tea & lunch requirements
- Our nut and egg free policy
- Communication requirements regarding absences and sickness
- Show where to put bag
- Sleeping & toileting explained
- Medicine recording
- Accident & Illness recording
- Portfolio & E-Portfolios
- Key teacher introduced
- Individual health plan discussed (if necessary)
- Wet bags for wet clothes
- Early Drop off/Late Pick-up fee/Staffing explained
- Any questions...

Signed: .....

Date: .....