## **ENROLLING AND SETTLING IN**

We encourage all families wishing to enrol their child to visit the centre when the Director or delegate will show you around and explain all functions, routines and policies. You will have the opportunity to ask any questions and you are invited to spend time with your child in the centre and meet the staff before your child starts care or preschool.

It will help your child and the staff if you share your child's special routines, comforters, food preferences etc. when enrolling.

You must inform the Director when enrolling about any special needs, allergies, asthma etc. and the appropriate management strategies.

It is often an emotional strain for children and parents to adjust to a new environment and even if things appear to be going well, your child may feel uncertain for the first few days or weeks at the centre and also feel very tired. It may be necessary for you to stay for a short while at the start of sessions to establish a settling-in-routine. Staff will be very happy to help you during this phase and you are encouraged to phone the centre and speak with the staff caring for your child to check on progress or any other concerns that you may have.