



WCC Sleep Room Supervision Policy

Approved: September 2016 Revised: April 2018

At the Whitney Child Centre, as directed by the Child Care and Early Years Act, 2014, we designate a maximum of two hours a day for toddler and preschool children to rest and nap. It can be difficult for children to nap away from home for the first time, and our goal is to make nap time as relaxing and soothing as possible for all children in our care.

In the toddler room full time children sleep in their classroom.

Full time preschool children sleep in room 105.

If children older than 3.8 that attend for a full day require a nap, the staff will accommodate by providing a sanitized mat, or a cot and a quiet area to rest or sleep.

Our nap time is scheduled to follow lunch, and is generally scheduled from 12.00 to 2.00 p.m. Nap times may vary according to lunch and daily routines, or because of children falling asleep earlier or later than is usual. Parents are always informed of changes to the normal routine or patterns of sleep.

Toddler cots are stacked and stored in our lobby; preschool cots are stacked and stored in the back hallway. Each child is assigned a cot which is clearly labeled with their name.

Cots are covered when not in use and stored so each cot can be clearly identified. Cots are sanitized monthly, more frequently if necessary.

The Centre provides fitted cot sheets that are laundered weekly, more often if necessary. A laundry service is used. Parents may provide a labeled blanket which should be taken home to launder at the end of each week.

Each room will develop and post a bed chart stating how beds are laid out each day. Consistent placement helps children become familiar and secure with our routines and encourages independence and self help skills, and promotes safety.

Parents may bring in a blanket or soft toy to help support their child at sleep time. These must be clearly labeled and not have loose parts or strings which could cause safety concerns. We discourage the use of bottles, however we will use them on request as a transitional tool to help your child settle in the sleep room. These can only contain water to promote dental health and must be labeled with your child's name. Your child may use a soother if this is part of their normal sleep routine. These must be labeled with your child's name, stored in a plastic container and be taken home daily to sanitize.

Staff will ensure the floor is clear of debris and dirt and hazardous objects before placing the beds for nap time. Beds are never placed next to electrical outlets that are not securely covered, or shelves containing small pieces or parts, or next to any equipment that may fall or be tipped over. As nap time follows lunch, staff ensure that children have no food in their mouths or hands. Beds are placed well spaced, and children are encouraged to sleep 'top to tail'. Staff will use a method such as a sticker on the end of the cot where the child's head should go.

Parents fill in a sleep information form to share information as to how their children sleep, how long they usually sleep and any particular habits they may have, including 'tips' to soothing their child to sleep: rubbing backs, stroking foreheads, leaving the child alone to wriggle and move – each child usually has a different method for falling asleep. Some like a staff to be close, others

may prefer to be left alone. Staff use various methods for providing a calming environment to help children relax, including soothing music, environmental sounds and lullabies, story CD's and books.

Children that do not sleep are allowed to rest quietly, (staff may provide books or other appropriate items) and then may rise early. Children that are not able to sleep are never left on their beds for an extended period of time. Early risers are provided age appropriate quieter activities. In the preschool age group, children may leave the sleep room and return to planned activities in their classroom. In the toddler room children may engage in quiet planned activities, or if staffing allows they may leave the class with a staff member for planned activities outside the classroom in an appropriate area.

- Children are never physically forced to lie on their cots.
- Staff ensure that the bed plan allows for easy viewing of all children, and ensures that there is sufficient light to see all children at all times.
- Staff ensure they can easily do visual checks and see each child and cot. Cots are not to be placed behind furniture or in an area where they cannot easily be seen.
- Staff supervising nap time have an attendance that records each child who is in the sleep room as well as a total number of children in the sleep room.
- To assist in staff lunch breaks, etc. the staff to child ratio can be reduced by 2/3 at nap time. Children are always supervised appropriately.
- During the two-hour nap time, staff are to perform a minimum of 2 direct visual checks and record the check on the appropriate form. The record is kept for a minimum of three years.
- The Assistant Supervisor will monitor regularly to ensure this is occurring; attendance sheets with the staff sign off are submitted to the Assistant Supervisor for checking and storage.
- Staff are not to engage in personal 'business' during nap time or to use cell phones.
- Staff may use nap time to engage in classroom work, provided the children are asleep and the visual and direct visual checks occur.
- Staff are not to lie down or sleep during nap time.
- Children that leave the sleep room are recorded on the attendance and the total number of children adjusted accordingly. The children who leave the sleep room are recorded on the attendance or portable attendance by the staff supervising them, and the total number of children is recorded.

Staff communicate to parents about nap time, in writing for toddlers and verbally for preschool children. Parents are always welcome to share information regarding their child's sleep needs. Changes can occur due to late nights, changes in family routines, moves, new babies, sickness, etc. Staff will accommodate wherever possible. There are some situations where staff use good judgement to not follow the parent's request in order to meet the child's needs. For instance if a parent has asked for their child not to sleep but the child has been extremely tired and fallen asleep at lunch time, the staff will let the child sleep and inform the parent of the reason for their decision.

Failure to follow the procedures stated in this policy will lead to disciplinary action. Staff who have been observed to not follow procedures will be closely monitored to ensure the behaviour is corrected. Disciplinary action may include verbal and written warnings, and termination of employment.



Nap Time Information

My child _____ usually naps for _____ hours per day. At home she/he naps between the hours of _____.

Please list any particular methods or routines that you use at home to help your child relax and fall asleep. Some children like a back rub, some prefer to be left alone. Some children are very still, others like to 'wriggle' around before falling asleep. It helps us to settle your child to sleep if you can share that information.

Special methods used at home to help my child relax are:

Some children might like to be covered with a blanket, have a soother, or hug a soft toy. Please list any items that your child might like to have at sleep time:

Any other information or requests:

I have received a copy of, and read, the Sleep Supervision Policy. I understand that I must take any items such as blankets and soft toys home to wash weekly, soothers or bottles daily. I will update staff regularly as to any changes.

Signed:

Name:

Date: