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## Balmy Beach Community Day Care Centre Sleep Supervision Policy and Procedures

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| Approval Date: | September 27 <sup>th</sup> , 2021 |
| Revision Date  | September 27 <sup>th</sup> , 2023 |

### Policy

Nap time occurs daily in the preschool room after lunch, generally from 12:00 pm to 2:00 pm.

#### Placement of Children for Sleep

- Preschool children (2.5-3.8 years) who receive child care for six hours or more will be placed on a cot unless otherwise determined by their parent.
- If a child has outgrown their mid day nap, quiet age appropriate activities will be provided for the child in place of napping.
- If children leave the sleep room for alternative activities, it is recorded on the main attendance and portable attendance by the staff supervising them.
- If children older than 3.8 years who 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.
- Each child will be assigned to an individual cot labelled with their name. Bottom sheets will be provided and laundered by the Centre. Parents may provide a labelled light weight blanket, stuffed toy or soother if needed.
- A bed plan is posted in sleep area for staff to be aware of the placement of each child. As changes are made the plan will be updated.
- A form is posted in sleep area as a reference to staff, students and volunteers on each child's sleep preferences to ensure each child's needs are met.

#### Consultation with Parents

- All parents of children who regularly sleep at the child care centre will be advised of the centre's policies and procedures regarding sleep at the time of their child's enrolment and/or any time the policies and procedures are revised, as applicable.
- The Supervisor/Assistant Supervisor will consult with parents about their child's sleeping arrangements at the time of enrolment and at any other appropriate time (e.g. when a child transitions to a new program or room, or at the parent's request).

**Significant changes in a child's sleeping patterns or behaviours will be communicated to parents. Any significant changes in sleeping patterns or behaviours will result in adjustments being made to the child's supervision during sleep time, where appropriate, based on consultation with the child's parent. Parent will initial Sleep Preference Form when a change has been made.**

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**Daily visual Checks**

- Staff members on duty who monitor the sleep room will perform visual checks of each child who rests on a cot.
- Staff shall physically go to a child's cot to observe for signs of distress or unusual behaviour.
- Staff will ensure child's head is not covered.
- A visual check will be performed once every 30 minutes for all sleeping children.
- Staff will ensure lighting is adequate to perform a visual check.
- Anything out of the ordinary will be reported to the Supervisor/Assistant supervisor and record in the Daily written record (Log Book).