



## **Toddler and Preschool Sleep Room Supervision Policy and Procedure**

Creation date: August 18, 2016

Revised: October 25, 2017

Reference: Joint Statement on Safe Sleep, 2014, Child Care and Early Years Act, 2014

Approved by Board of Directors: September 22, 2016

### **Policy**

Orde Day Care will adhere to the new requirements set out by the Ministry of Education (2016) regarding sleep supervision. In order to comply with the regulations, set out in the directive, parents and staff will be oriented to the policy initially and annually thereafter. Program staff in the toddler and preschool room will ensure this procedure is available in the sleep room area. A copy of this policy and procedure will also be provided to the toddler and preschool room parents as part of their registration package.

### **Procedure**

#### **The Ministry of Education requires that Orde Day Care adhere to the following**

1. All children will be assigned their own labelled cot.
2. Parents will be consulted respecting a child's sleeping arrangements/requirements at the time of enrollment and upon transition into a new program.
3. A staff member must be physically present during the sleep room routine
4. Children who sleep must be visually checked every **45** minutes by the sleep room staff
5. Staff will observe sleeping children and look for indicators of distress or unusual behaviours.
6. Adjustments to the manner a child is supervised when sleeping will occur if there is a significant change in the child's sleep pattern or behaviour.
7. **All staff, volunteers and students must review the sleep room policy, procedure and individualized plans prior to working with the children.**
8. **A record is kept with the date of each review of the sleep supervision policy and is kept in a secure location for three years.**

#### **In order to ensure an environment conducive to rest the following procedure will be followed:**

1. Parents will be requested to provide a labelled blanket for their child.
2. A soft toy from home can be brought to the centre, but will be returned to the parent when it requires washing.
3. Low lighting and soft music will be made available during the sleep room routine.
4. Children's outdoor shoes will be removed during the sleep room routine and placed in a designated shoe bin. (in case of an evacuation). Children with indoor shoes may leave their shoes on during the sleep room routine.
5. Depending on a child's need or request a staff will assist children to sleep by rubbing their backs or being physically available.
6. Each toddler and preschool child is permitted to sleep, rest or engage in quiet activities based on their individual need during the rest period.



## ORDE DAY CARE'S STAFF – POLICY AND PROCEDURE BINDER

7. Those children who sleep will be visually checked every **45** minutes to ensure their well being. Staff will observe children for indicators of distress or unusual behaviours.
8. **Look for changers in skin colour, breathing and signs of overheating.**
9. If staff observe the child in distress call the Supervisor, if it is an emergency call 911.
10. If a child is exhibiting unusual behaviours they will communicate this to the other staff and child's family through a telephone call if deemed serious, or the daily log and child's daily chart.
11. Staff will log this check on the Sleep Room Daily Visual Checks Log.
12. Activities available for children during the rest period is documented on the program plan.
13. Staff will ensure all children are placed head to foot on the cot to promote physical space between children.
14. Sheets are laundered weekly, or sooner if they become soiled.
15. Blankets are sent home on a weekly basis for laundering.
16. Beds are disinfected on a weekly basis or sooner if they become soiled.
17. Any sheets that have bodily fluids will be sent home with the child's parent for laundering.
18. Soiled items will be placed in a plastic bag for parents to take home and placed on the child's cubby.
19. Class room lights will be turned on by 2:10 p.m.

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date:



### Sleep room Daily log of Visual Checks

Visual checks to be conducted every 45 minutes and logged.

**Date:** \_\_\_\_\_

Child's name	Time nap began:	Time of visual check/s and staff initials	Time nap ended:	Mark with an <b>X</b> once child is no longer in crib or cot

Logs to be retained for two years in the Sleep room Visual Checks binder by the program staff and stored with the Room Emergency Binder.



