



POLKA DOT PRESCHOOL
TODDLER & PRESCHOOL SLEEP ROOM MONITORING POLICY
Adopted October 2016

POLICY

Polka Dot Preschool will ensure that each toddler child or preschool child who receives child care for six hours or more in a day, has a rest period not exceeding two hours in length. All children will be given the opportunity to have a 45 minutes rest period before engaging in quiet activities if unable to fall asleep. Each child is assigned a cot or sleeping mat. Using the Child's Sleep Preference Form, parents will let staff know what is done at home to prepare children for sleep. Polka Dot Preschool follows the guidelines of the Child Care and Early Years Act, 2014 relating to the Sleep Monitoring requirements.

ROLES AND RESPONSIBILITIES

SUPERVISOR

The Supervisor will ensure the staff, field placement students and volunteers have read understood and signed off on the Toddler & Preschool Sleep Room Policy and are familiar with each child's Sleep Preference Form.

STAFF

Staff are trained on the Toddler & Preschool Sleep Room Policy before working with the children. Staff are required to review and be knowledgeable about each child's Sleep Preference Form. Staff will support each child in establishing a rest routine. Staff are responsible for regularly monitoring the sleep of children in their care and by communicating regularly with parents about any significant changes to their child's routine.

FIELD PLACEMENT STUDENTS/VOLUNTEERS:

Field Placement Students and Volunteers are trained on the Toddler & Preschool Sleep Room Policy before working with the children. Volunteers will review and be aware of each child's Sleep Preference Form. Volunteers will also take direction from staff when necessary.

PROCEDURE:

All children in the Toddler & Preschool programs will have a scheduled nap/quiet time for a maximum of two hours per day. Provisions for quiet activities are made for those children who are not sleeping and become restless. All children will be assigned to individual cots or sleeping mats that are labelled with their name. The Centre will provide a bottom sheet for each cot and the family will be asked to provide a light (breathable) blanket/sheet to cover. A mat will be provided for Kindergarten children who wish to rest during the full day programming, which will be sanitized after each use. Sheets and blankets will be changed weekly (or as needed if soiled).

Upon enrollment, parents will be provided with a copy of the Centre's Sleep Policy and Procedures, and will be consulted in respect to their child's sleeping arrangements/preferences. Sleep Preferences will be documented on the registration forms upon enrollment and then changes can be provided to staff and will be kept in each child's individual portfolio, and will be reviewed by each child, field placement student and volunteer who will be working with the child.

1. Each child will have a sleep time form that will be posted in the classroom, and throughout the day; these will be completed by staff daily to record the child's name, date, and each time that there is a direct visual/physical check done during the child's sleep time. This information will be provided to the parents at pick up time.
2. The staff will ensure that there is sufficient lighting in the sleep area in order to perform direct visual checks (at minimum to monitor breathing and body temperature) of each sleeping child by being physically present and approaching each sleeping child to monitor for indicators of distress or unusual behaviours. Distress indicators may include trouble breathing or change in child's skin colour.
3. Direct visual/physical checks are performed minimally every 30 minutes for the children, or more often if deemed necessary (i.e. if a child is or has been ill and requires closer supervision)
4. Parents are consulted regarding their child's sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between rooms or upon a parent's request. This will be communicated and then documented in the child's portfolio.
5. Observance of any significant changes in a child's sleeping patterns or behaviours during sleep time will be communicated to parents verbally (and in writing via the Sleep Monitoring Sheets) and will result in adjustments to the manner in which the child is supervised during sleep time.
6. For the Kindergarten children, they will participate in quiet activities after the lunch period and provisions for rest are available upon request.

7. Written policies are in place to ensure staff are monitored on a regular basis to ensure compliance with the Centre's policies and procedures, including sleep policies and include contravention measures if necessary.

SLEEP SUPERVISION AND POSITION PROCEDURES:

TODDLERS & PRESCHOOLERS

1. Each child will have the Sleep Preference Form information available on the room sleep chart, so that all staff are aware of each child's preferences.
2. Toddlers and Preschoolers have regular naptime after lunch; however, children will be accommodated if they fall asleep outside of the regular naptime.
3. A thin, lightweight and breathable blanket may be provided from home and left at the Centre.
4. Staff are to remain in the Toddler and Preschool rooms during sleep time.
5. Staff are required to review each Child's Sleep Preference Form before working in the nap room and when parents make any changes to the form.
6. Staff working with Toddler and Preschoolers are aware of each child's sleep habits & preferences, and remain aware of all the children resting or sleeping in the sleep room, responding to distress.
7. Staff in the Toddler and Preschool rooms will monitor the children and record their findings every 30 minutes during sleep time, and when a child is sleeping outside of their usual sleep time.
8. Staff will communicate to a child's parents or guardians any significant change in their child's sleeping pattern or behaviours during sleep, resulting in adjustments to the manner in which their child is supervised during sleep. This will include details regarding the performance of direct visual checks such as how frequently direct visual checks are performed and how direct visual checks will be documented.

Sleep Monitoring Chart for Toddlers & Preschoolers

Child's Name: _____

Week of: _____

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
Time	Initial	Time	Initial	Time	Initial	Time	Initial	Time	Initial
Comments/Changes Observed		Comments/Changes Observed		Comments/Changes Observed		Comments/Changes Observed		Comments/Changes Observed	