



The Lee Wiggins Childcare Centre SLEEP MONITORING POLICY

Purpose:

To ensure the safety of children when sleeping and/or resting.

Applicable Law:

- *Child Care and Early Years Act, 2014, Ontario Regulation 137/15, Part 33.1 (2)(c)*
- *Child Care and Early Years Act, 2014, Ontario Regulation 137/15, Part 33.1 (5)*
- *Joint Statement of Safe Sleep: Preventing Sudden Infant Deaths in Canada, 2011 (ss. 33.1)*
- *Child Care Licensing Manual, (Reduced Ratios) Pages 35-38*
- *Child Care Licensing Manual, (Sleep Policies and Supervision) Pages 103-108*
- *Child Care Licensing Manual, (Electronic Monitoring Devices) Pages 108-110*

Policy:

The Lee Wiggins Childcare Centre (LWCC) will ensure that all of the children under the age of 44 months (3.8 years) will have a scheduled nap / quiet time, normally scheduled after lunch, for a maximum of two hours per day. Using the Child's Sleep Preference Form (Appendix 2) parents let staff know what is done at home to prepare children for sleep.

Roles & Responsibilities:

Coordinator:

The coordinator will ensure that staff, 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 toddlers & preschoolers. Staff review and are knowledgeable about each child's Sleep Preference Form. Staff support each child in establishing a rest routine. Staff are responsible for regularly monitoring the sleep of children in their care and communicating regularly with parents about any significant changes to their child's routine.

Students / Volunteers:

Students and volunteers are trained on the Toddler and Preschool Sleep Room Policy before working with toddlers and preschoolers. Volunteers review and are knowledgeable about each child's Sleep Preference Form. Volunteers take direction from staff.

Procedure:

All children in the Toddler and 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. Only full-time children will have cots that are labeled with their name. The centre will provide a bottom sheet and blanket for each cot. Part-time cots, sheets and blankets are disinfected after every use while full-time cots are disinfected once a week or on an as needed basis. A mat will be provided for part-time preschool children who wish to rest during full day programming, which will be sanitized after each use. They will be provided a quiet toy or books on their mat during this rest time.

Upon enrolment parents, will be provided with a copy of the centre's Sleep Policy and procedures and consulted in respect to their child's sleeping arrangements/ preferences and then at any other appropriate time, such as transitions between programs or rooms or upon parent's requests. Sleep preferences will be documented on the registration forms upon enrolment and then changes can be provided to staff and will be kept on a clipboard by the sleep room, and will be reviewed by each staff, student or volunteer who will be working with the child.

Further considerations include:

1. There is a Visual Transition Board posted in each program room, which identifies where in the room each child who is present on any given day may be (i.e. sleep room, playroom or outdoors).
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 20 minutes for infants and 30 minutes for 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.
5. Observance of any significant changes in a child's sleeping patterns or behaviours during sleep time will be communicated to parents verbally and any changes will be noted in the child's individual Sleep Preference Form portfolios and will result in adjustments to the manner in which the child is supervised during sleep time.
6. Coordinator will sign off on the visual checklist monthly to ensure Staff compliance with centre policies and procedures, including sleep policies, and include contravention measures if necessary.

LWCC 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 a regular naptime after lunch; however, children will be accommodated if they fall asleep outside of the regular naptime.
3. Staff are to remain in the Toddler and Preschool rooms during sleep time.
4. The ratio of adults to Toddlers is 1:5 with a maximum group size of 15. During naptime, the Toddler ratio can be reduced to 1:8 children.
5. The ratio of adults to Preschool children is 1:8 with a maximum group size of 24. During nap time the Preschool ratio can be reduced to 1:12.
6. Staff review each Child's Sleep Preference Form before working in the nap room and when parents make any changes to the form.
7. Staff working with Toddlers 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.
8. Staff in the Toddler and Preschool rooms monitor the children and record their findings at least every 30 minutes during sleep time, and when a child is sleeping outside of the usual sleep time.
9. 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, and 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.



The Lee Wiggins Childcare Centre
SLEEP MONITORING POLICY

Appendix 2: Child's Sleep Preferences

Name of Child: _____ Age: _____

Time child normally goes to bed at night: _____

Time child normally wakes up in the morning: _____

Does your child nap? _____ Regular nap time(s): _____

If your child doesn't nap, what quiet activities do they enjoy?

What is your child's normal routine for falling asleep? For example, do they fall asleep on their own or do you stay with them and rub their back? Let us know what works at home. While we may not be able to do what you do at home, staff will make every effort to support your child in getting a good rest.

NOTE: If your child is resting and falls asleep on their own, they will continue to sleep until they wake up naturally or will be woken up by staff at 3:30 p.m.

Please provide us with any information that will help staff support your child with establishing and maintaining a sleep routine.

I have read the centre's Sleep Policy

Parent's Name

Parent's Signature

Parent's Name

Parent's Signature



The Lee Wiggins Childcare Centre
SLEEP MONITORING CHART FOR TODDLERS & PRESCHOOLERS