

Sleep Supervision Policy

Introduction

To ensure that children sleeping at Phoenix Child Centre are monitored on an ongoing basis, the following Sleep Supervision Policy has been developed.

Policy

Phoenix Child Centre will follow regulations for sleep, as set out by the Child Care and Early Years Act 2014 (CCEYA) and this policy. Staff will review and sign this policy on an annual basis to ensure ongoing compliance and to revise as necessary. New staff will review and sign at the time of hire.

Purpose

This policy ensures that children resting/sleeping at Phoenix Child Care will be monitored closely during the rest period. Close visual checks will be conducted and recorded on the centre's sleep sheet.

Procedures

- Children will be provided with individual labelled cots. Cots will be washed and sanitized weekly
- Parents will provide blankets, pillows (if deemed necessary) and a soft sleep toy
- The centre will provide sheets and will launder weekly, unless soiled
- Lighting in the sleep room is soft, thereby allowing children to sleep soundly, but providing sufficient light for direct visual checks.
- At the time of registration, parents will complete an admission questionnaire which includes sleep preferences. Staff will review completed admission questionnaire prior to child's start date.
- Parents will be consulted respecting their child's sleeping arrangements at the time the child is enrolled and at any other appropriate time such as transitions between programs/rooms or upon request.
- Each parent, upon registration, will be provided with a copy of this policy. This policy will be available in the policies and procedures manual posted outside of the daycare doors.
- Should any changes in sleep patterns occur, parents will be notified and through consultation with staff decisions will be made to adjust sleep positions, cot placement and or increase direct visual checks.
- Direct visual checks will be conducted every 30 minutes in a 2 hour rest period, unless an increase in frequency has been deemed necessary by parent or staff. Visual checks will be recorded on the sleep sheet, along with any relevant information. Relevant information may include, but is not limited to, disturbed sleep patterns, congestion, coughing, irritability, vomiting and fever.
- Staff persons overseeing the first hour of sleep will complete the first and second direct visual check. Any changes in sleep patterns will be shared with the next scheduled sleep staff.

Revision Control

Date	Revision	Effective
July 10 th 2017	Added transition between rooms/program & upon request	July 13th 2017