

SLEEP POLICY

Rationale: Each child is unique and comes with their own sleeping routine.

Purpose: To ensure teachers follow individual children's rhythms and sleeping routines in a relaxed and familiar environment.

PROCEDURES:

- Adequate space will be provided between children's beds to ensure safety and hygiene.
- All children will be provided with their own individual sleeping space and bed linen.
- Sleep spaces will be positive and peaceful to ensure undisturbed rest. Teachers will be relaxed and unhurried in preparing children for sleep, and flexible to children's individual routines.
- All children will be encouraged to sleep or rest when they need to. However, formal sleep and rest times will be provided. We will follow parent requests in regards to their child's sleep/routine as best as we can. Staff will ensure that the child's best interest and wellbeing are met at all times.
- Staff/child ratio will be maintained while children are sleeping.
- Parents will be encouraged to bring any special toys children may help them settle into sleep.
- When using wall cots, only immobile children will be placed in the top level.
- For cultural reasons, children will be positioned head: head rather than head: feet.
- Parents will be informed of our sleep policy upon enrolment and be given a copy as part of the enrolment pack.

Sleep Routine:

- Children will be encouraged to go to the toilet and/or have their nappies checked/changed prior to going to bed.
- If a child has a bottle before going to bed as part of their normal routine, HS23 will apply; *Infants under the age of 6 months and other children who are not able to drink independently will be held semi up right. Any infant milk given to a child under the age of 12 months is a type that is approved by the child's parent/guardian.*
- Once the child is put to bed, a staff member may stay with them to help rub their back or comfort them as they go to sleep.
- Children are monitored as stated below.
- When a child wakes staff will help or encouraged them to dress themselves.
- Children will be asked to try and go to the toilet and/or have their nappy changed/checked.
- Children will be encouraged to re-join the programme, if reluctant, staff will allow time to sit with the child and have cuddles or work alongside the child to transition them back into the programme. If a child has slept through a meal time they will be offered food/drink when they wake.

Procedure for Monitoring Sleeping Children:

- A teacher will be rostered on Sleep Room Duty each day according to the correct child: teacher ratios
- For the Kakariki Sleep Room there will be at least 1 teacher in the room at all times while children are sleeping and staff will have the use of Walkie Talkies to communicate between the sleep room and the classroom.
- The teacher on Sleep Room Duty will ensure children are checked for warmth, breathing, and general well-being every five minutes.
- The teacher on Sleep Room Duty will complete the Just Kids Community Preschool Sleep Record Chart.
- The Teacher rostered on Sleep Room Duty will record the times each child went in to bed, went to sleep and woke up on the Sleep Times Chart.
- At no time will children have access to food or liquids while in bed in accordance with the Education (Early Childhood Services) Regulations 2008.

Procedure for Laundering:

- Sleep Room Linen is stored in individual named pillow cases in the O2's and kept in a cupboard. In the U2's sleep room linen is kept in drawers in the sleep room area, and beds are made up as required.
- All sheets and blankets are laundered once a week, or if soiled in anyway. (see laundry policy)
- Cot protector covers will be wiped down with a 1:10 bleach solution once a week, or if soiled in any way.
- Children's sleep mats/stretchers will be wiped down with a 1:10 bleach solution weekly, or if soiled in any way.

Legislation which guides this policy: Licensing Criteria for Early Childhood Education and Care Centres 2008, Sleep HS9

Date: February 2023

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