

A Child's Secret Garden Daycare Inc.

Policy #	Sleep Room Supervision Policy
	Date: January 31, 2022

Requirements under the CCEYA

Every operator shall ensure that every child who is in attendance in a day nursery is supervised by an adult at all times when children are sleeping.

Policy Statement

All children are monitored and supervised by an adult at all times when the children are napping. All staff who work in the room are able to articulate the procedures in place for monitoring and supervising children during sleep times.

SLEEP ROOM SUPERVISION	
Supervision	<ul style="list-style-type: none"> ● Staff are required to visually monitor the sleeping children and conduct regular checks to look for indicators of distress and unusual behaviours <ul style="list-style-type: none"> ○ For infants, this check will be completed and recorded every 10 minutes ○ For toddlers and preschoolers the check will be completed and recorded every 15 minutes ● These checks are to be recorded in the sleep log books, which are located in each classroom ● Any change in sleep patterns will also be noted and recorded in the sleep log books and the child's daily report ● Each visual inspection of sleeping children is required per ministry regulation. All staff are required to follow the sleep room policy. ● When 3 or more infants are in attendance, one staff is required to be physically present in the sleep room to supervise sleeping infants as set out in the supervision practices. ● When less than 3 infants are in attendance, staff are able to visually monitor the sleeping infants and conduct regular checks to look for indicators of distress and unusual behaviours
Cribs/cots	<ul style="list-style-type: none"> ● Cribs/cots are required to be 18" apart. A system is in place to quickly identify who is in the sleep room, a white board or sheet is posted in each sleep room. Staff use the white board/sheet to indicate which children are in the sleep room at each sleep time

	<ul style="list-style-type: none"> ● Each crib/cot is labelled with the child's name, this crib/cot is exclusive to this child unless the sheets are laundered and the crib/cot is sanitized.
Lighting	<ul style="list-style-type: none"> ● Lighting in the sleep room must allow for visual monitoring. Staff must be able to see children clearly.
General Sleep Policies	<ul style="list-style-type: none"> ● Infants should be placed in their cribs in a safe manner; infants are placed on their back in a crib until the age of 12 months; thin light weight blankets only shall be used in infant cribs ● If a sleep sack is used it is to be sized properly to prevent infant slipping inside the sack ● Sleeping children of any age will not have their head covered ● Children who wake early or do not sleep are supervised and provided quiet activities ● Bottles are not to be used in cribs, or propped up against something to feed the child, this is not safe and the child could choke
Parent consultation	<ul style="list-style-type: none"> ● Nap times for each child are recorded for parent interest, in the child's daily log ● During intake all parents are shown the crib/cot their child will be sleeping on. ● Parents will fill out a detailed sleep preference form, found in their intake form, before their child starts. The form consists of many details of the child's sleep preference, which the parent will indicate, for example: <ul style="list-style-type: none"> ○ Children older than 12 months, parents will indicate how they are placed to sleep (ex. On back. Tummy, etc.) ○ Parents will indicate if the child sleeps with anything specific (ex. Teddy, special blanket, soother etc..) ● The director will check each registration to ensure the sleep preference form is filled out before the child starts. ● Any changes in sleep behaviour or patterns are to be recorded by staff and will be discussed with the parent(s) of the child. This allows for any adjustments to their sleep schedule that the parents feel necessary, parents will fill out a new sleep preference form when changes occur. ● Staff will review each child's sleep preference form, the form is then posted in the sleep room (infants) or placed in a staff binder (toddlers and preschool). ● A copy of this policy will be made available to parents via the website for A Child's Secret Garden, for them to view policies regarding sleep. ● The parents of children under 12 months, will be advised that the daycare is under an obligation to follow the guidelines described in “Joint Statement on Safe Sleep; Reducing Sudden Infant Deaths in Canada” a copy will be made available via the daycares website.

