

CENTRAL EGLINTON CHILDREN'S CENTRE

SLEEP AND SUPERVISION POLICY AND PROCEDURES

Date Policy and Procedures Established: July 26, 2021

Date Policy and Procedures Updated: January 30, 2023, March 6, 2024

Regular sleep or rest times are essential for healthy development. We believe children need a comfortable, calm environment to enable them to relax and refresh.

CECC complies with the following requirements of the Child Care and Early Years Act:

Parent Consultation and Sleep Policy and Procedure Review

Before a child starts in one of CECC's toddler or pre-school programmes, educators working with the child will meet with their parents to discuss the sleep and supervision policies and procedures. The educators will take notes about the child's rest/sleep patterns and will discuss them with the other educators working in the rest/sleep rooms.

If there are changes to rest/sleep routines, parents are required to verbally inform the child's educators and CECC's office on Storypark or email. If the educators observe changes to sleep or rest routines, they will discuss them with the child's parents.

Sleep Room

- Every CECC child who attends for more than six hours per day, toddler and pre-school children, will have a rest period not exceeding two hours in length, after they have fallen asleep.
- Parents may request in writing for a child to sleep shorter or longer than the two-hour period.
- Sleep/rest time occurs after lunch time.
- Children in the toddler and preschool group may sleep, rest or engage in quiet activities based on their needs.
- Each child will be assigned their own labelled cot.
- A plan of the cot layout is posted in each sleep room.
- Children may bring a soft toy and blanket to help aid their rest.
- When children need, an educator will sit beside their cots and pat their backs until they sleep or are ready for sleep.
- Soft music will play in the background.
- Children who are unable to sleep, or who wake early, may rest on their beds for no longer than one hour. They may then play quietly on their beds, with "bed bags" (individual toys/activities). When ratios and space permits, they may go to an assigned "awake/rest" room.
- When space/ratio permit, children who consistently do not require sleep, as per parent request or staff observation, may be assigned to the awake/rest room instead of the sleep room. Time with passive individual play materials will be provided, then children will have access to a full range of planned play experiences in the classroom and/or playground.
- Movement of children from one room to the next will be recorded on the room attendance.

Supervision

Children will be supervised by CECC's educators at a minimum of a 2/3 ratio in the sleep room and at full ratio in the awake/restroom, as permitted by the Child Care and Early Years Act. Student teachers may also assist in the sleep and awake/rest rooms, they will be supervised by the educators and will never be left alone with a child.

Visual Checks of Sleeping Children and Daily Communication Chart

The sleep room will have enough light for educators to conduct visual checks on each child.

The visual checks require educators bending to the child's level to look for indicators of distress or unusual behaviours.

Visual checks will take place every half an hour; the checks will be recorded on the daily communication chart, along with length of sleep and other comments, for parents to check at the end of the day.

Record of Review

When the Sleep and Supervision Policy and Procedures are reviewed or revised by the Board of Directors and Directors, they will be signed and dated by the reviewer(s).

CECC's Directors will ensure that the Sleep and policy and procedures are reviewed as follows:

1. With employees, before they begin their employment, when changes are made, or at least annually. Employees working within a sleep programme will discuss changes to sleep arrangements and patterns during their weekly programme meeting and/or in the classroom when necessary.
2. With volunteers or students who interact with children, before they begin to volunteer or before they begin their educational placement, when changes are made, or at least annually. Changes to sleep arrangements and patterns will be communicated to the volunteers or students via the employees in the sleep room.

When the changes to this policy have been reviewed by educators, student teachers and volunteers, they will sign and date an acknowledgement form indicating they have been trained on the revisions.

Room staff will review children's individual sleep plans with parents at the parent chat meetings held twice per year and/or as needed.

Storypark

CECC's educators will report the daily sleeping routine for parents to review on Storypark.

Monitoring

CECC's Directors will monitor compliance of this policy through observation of practice and inspection of daily communication charts and attendance records.

Storage and Retention

All acknowledgement forms will be kept in the employee, student teacher, or volunteers file for a minimum of three years. Children's individual sleep plans and communication charts with details of children's sleep habits will be stored in children's files for three years. Copies will be provided to families upon request.

Contraventions to CECC's Policies and Procedures

Consequences and disciplinary actions that are implemented when an employee, student teacher and/or volunteer is in contravention of this policy/procedure are listed in CECC's Human Resources Handbook.

