

	POLICY TITLE		CATEGORY
	Sleep Supervision Policy – Child Care Centres		Programs
	APPROVING BODY OR POSITION		APPROVAL DATE
	Director, Programs		November 2025
	PRIMARY LEGISLATION / REGULATION REFERENCE(S)		
	<ul style="list-style-type: none"> <li>• Child Care and Early Years Act, 2014 (CCYEA)</li> <li>• Canada Consumer Product Safety Act (CCPSA)</li> </ul>		

## POLICY

At Family Day we understand that effective sleep and rest routines are essential in ensuring the development, growth, social and emotional well-being of each child in our care. Our sleep and rest practices are based upon the research, findings and recommendations of the Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada.

Family Day will ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs, and parent/guardian's requests

### Purpose

All children have individual sleep and rest requirements. Children need a comfortable and relaxing environment to enable their bodies to rest. This environment must be safe and well supervised to ensure the children are safe, healthy and secure in their environment. Combined with Family Day's Family Centred Child Care Policy, the expectations and roles of all stakeholders, and alignment is consistent with government legislation.

### Scope

This policy applies to all Educators, Students and Volunteers that work directly with children.

### Procedures

Educators will:

1. Consult with families using the About Your Child form regarding children's sleep preferences and rest needs at the time of enrolment and at any other appropriate time, such as transitions between programs or rooms or upon a parent/guardian request. Educators will be sensitive and follow each child's needs so that sleep and rest times are a positive experience. All children will be provided with the opportunity to sleep, rest or engage in quiet activities based on their needs.
2. Advise parent/guardian of children under 12 months of recommendations on "Joint Statement on Safe Sleep: preventing Sudden Infant Deaths in Canada".
3. Ensure infants under 12 months are always placed on their **backs to sleep** unless an alternate sleep position waiver (Appendix B) is submitted by parent/guardian. This information is posted in the sleep area and is kept in the child's file. Once infants can roll from their backs to their stomach or side, it is not necessary to reposition them onto their backs.
4. Ensure a waiver from a medical doctor is submitted and kept in the child's file if an alternate sleep position has been requested by the parent/guardian.
5. Ensure the alternate sleep position waiver notice is posted at the infant's crib.
6. Allow children to find their own comfortable sleeping position during sleep or rest while ensuring that such position does not present a danger to the child.
7. Ensure each child has their own individual crib or cot.

8. Ensure all cribs, mattresses and cots are clean and in good repair and meet the Canada Consumer Product Safety Act (CCPSA).
9. Ensure all infants (0-12 months) are placed to sleep on a firm mattress that fits tightly in a crib that meets the Canada Consumer Product Safety Act (CCPSA). Strollers, swings, bouncers and car seats are not intended for infant's sleep. An infant's head, when sleeping in a seated position, can fall forward and cause their airway to become constricted. Once an infant falls asleep, the child should be moved as soon as possible or as soon as the destination is reached to the crib or cot.
10. Ensure all bed linen is clean and in good repair; and fits the mattress or cot snugly. Bed linen is for use by an individual child and will be washed before use by another child.
11. Ensure there are no toys, stuffed animals, pillows, crib bumpers, positioning devices (unless ordered by a medical doctor) or extra bedding in the child's crib to reduce the risk of suffocation.
12. Ensure all children's heads remain uncovered when they are asleep.
13. Ensure infants do not wriggle down under bed linen by placing them with their feet closest to the bottom end of the crib. Placing the infant's head towards alternating ends of the crib will help to encourage the infant to lie equally on both sides of the head.
14. Ensure infants who require additional warmth are fitted in one-piece sleepwear, if available. Infants are safest when placed to sleep in simple, fitted sleepwear that is comfortable at room temperature to reduce the risk of overheating and minimize the use of blankets. If a sleep sack is used, it should be sized properly to protect the infant from slipping down inside the sack.
15. Ensure the risk of overheating is reduced by maintaining room temperature that is comfortable for a lightly clothed adult; not over-dressing or over-wrapping the infants when they sleep. Infants do not require additional blankets as infant's movements may cause their heads to become completely covered and cause them to overheat. If a blanket is used, infants are safest with a thin lightweight blanket. \*\* If swaddling is used the infant should always be placed on their backs and swaddling discontinued as soon as the infant shows signs of trying to roll. Care should be taken to ensure the swaddled infant's mouth and nose remain clear of the blanket, and the infants is wrapped in a way to allow free movement of hips and legs.
16. Ensure the sleeping environment is well ventilated and contains sufficient natural lighting to meet licensing regulations.
17. Ensure cribs are arranged for easy access to Educators, and emergency evacuation cribs are located at the entrance of the sleep room/area.
18. Conduct direct visual checks of children in an Infant age group every fifteen (15) minutes. in a Toddler age group and for children younger than 24-months in a Family age group, direct visual checks are conducted every thirty (30) minutes. Each visual check will require the Educator to move throughout the room and observe each child within close proximity of their crib or cot. Remove any obstructions that may have occurred while the child is sleeping and ensure the child's safety and comfort needs are met. The sleep information will be recorded on the sleep monitoring chart (Appendices B & C).

Sleeping children will be checked for:

- a) Normal skin colour
  - b) Normal breathing by watching the rise and fall of the chest
  - c) Child's level of sleep
  - d) Signs of overheating: flushed skin colour, increase in body temperature (touch the skin); and restlessness
19. Ensure the observance of any significant changes to the child's sleeping patterns are communicated to parents and supervision is adjusted accordingly.
  20. Ensure there is a system in place to immediately identify which children are present in the area or room.

21. Ensure infants have supervised “tummy time” several times a day to counteract any effects of regular back sleeping on muscle development to allow for the development of strong back and neck muscles or the chance of developing plagiocephaly, commonly referred to as flat head.
22. Will not use electronic sleep monitoring devices.

All records, reports or other documents will be maintained in a secure location for at least three years from the date they are made as per section 82 of the Regulation.

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## Policy Review

The Sleep Supervision Policy will be reviewed annually by the agency. All employees will review and sign off on this policy at the start of their employment with the agency and annually thereafter.

## Distribution

Parent/guardian of children who rest in child care and the Centre Supervisor will review the policy at registration. One signed copy by parent(s)/guardian(s) will be given to parent(s)/guardian(s) and one signed copy will be kept in child's file.

I, the undersigned parent or guardian of \_\_\_\_\_,  
(child's full name)

do hereby state that I have read and received a copy of the Family Day's Sleep Supervision Policy and that the centre supervisor (or other designated staff member) has discussed Family Day's Sleep Supervision Policy with me.

Date of Enrolment: \_\_\_\_\_

\_\_\_\_\_  
Parent /Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Centre Supervisor Signature

\_\_\_\_\_  
Date

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APPENDIX A: Alternate Sleep Position Waiver

APPENDIX B: Monitoring Procedures for the Toddler/Family Age Group Sleep Room

APPENDIX C: Monitoring Procedures for the Infant Sleep Room

## Alternative Sleep Position Waiver Physician's Recommendation

### Parent/guardian completes this section.

Child's name \_\_\_\_\_ Date of birth \_\_\_\_\_ Age in months \_\_\_\_\_

Parent/guardian name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_

### Child's Physician completes this section.

Physicians's name \_\_\_\_\_

Name of practice \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone \_\_\_\_\_ Cell or Pager \_\_\_\_\_ Fax number \_\_\_\_\_

Email \_\_\_\_\_

The Child Care Early Years Act, requires all child care centres to ensure children aged 0-12 months are placed for sleep in a manner consistent with the recommendations set out in the most current version of the The Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada, a document endorsed by Health Canada. At the advice of the infant's primary health care professional, the parent/guardian may authorize the child care centre to place their infant in an alternative sleep position for medical reasons. The child care center shall retain the waiver in the child's record as long as the child is enrolled at the center.

The recommended sleep position for this infant is \_\_\_\_\_

Effective Dates of Waiver: **from** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **to** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm dd yy mm dd yy

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent/guardian signs this statement.

I, as the parent or guardian of the above mentioned child, do hereby release and hold harmless the child care facility listed below, its officers, directors, and employees, from any and all liability whatsoever associated with harm to my child due to Sudden Infant Death Syndrome (SIDS). I affirm and acknowledge that the child care facility named above gave me information about SIDS. I authorize this child care facility and its employees to place my child in the alternative sleep position described above at the recommendation of my child's primary health care professional.

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Caregiver Name: \_\_\_\_\_

Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_



## Monitoring Procedure for the Infant Sleep Room

1. Please review and follow sleep instructions for each child before placing them in their crib. The individual child's sleep instructions are posted on the outside of the child's crib.
2. Ensure that no toys, pillows, bottles or soothers are left in the crib.
3. Children are NOT to share beds; each child has an assigned crib with their name on it.
4. Please complete the following chart below while the infants are in the sleep room. You must go into the sleep room and view the child/ren every fifteen (15) minutes before completing the form below, to ensure they are monitored correctly. Indicate on checklist "how" the infants are physically checked:
  - A. Normal skin colour
  - B. Normal breathing by watching the rise and fall of the chest
  - C. Infant's level of sleep
  - D. Signs of overheating: flushed skin colour, increase in body temperature (touch the skin); and restlessness
5. If all children are awake, indicate on chart with NA in corresponding time slot.

[illegible]



## Monitoring Procedure for the Toddler/Family Age Group Sleep Room

- Children are NOT to share cots; each child has an assigned cot with their name on it.
- Please complete the following chart below while the toddlers are in the sleep room. You must view the children every thirty (30) minutes before completing the form below, to ensure they are monitored correctly. Indicate on checklist "how" the child/ren are physically checked:
  - Normal skin colour
  - Normal breathing by watching the rise and fall of the chest
  - Toddler's level of sleep
  - Signs of overheating: flushed skin colour, increase in body temperature (touch the skin); and restlessness
- If all children are awake, indicate on chart with NA in the corresponding time slot.

Transition / Roll Call	Day of the week:		
Monitoring Time	# of children	How Child/ren are Physically Checked	Staff Signature



## Monitoring Procedure for the Toddler/Family Age Group Sleep Room

- Children are NOT to share cots; each child has an assigned cot with their name on it.
- Please complete the following chart below while the toddlers are in the sleep room. You must view the children every thirty (30) minutes before completing the form below, to ensure they are monitored correctly. Indicate on checklist "how" the child/ren are physically checked:
  - Normal skin colour
  - Normal breathing by watching the rise and fall of the chest
  - Toddler's level of sleep
  - Signs of overheating: flushed skin colour, increase in body temperature (touch the skin); and restlessness
- If all children are awake, indicate on chart with NA in corresponding time slot.

Transition / Roll Call	Day of the week:		
Monitoring Time	# of children	How Child/ren are Physically Checked	Staff Signature