


|  | POLICY TITLE | | CATEGORY | |
|--|---|--|---------------|--|
| | Sleep Supervision Policy | | Programs | |
| | APPROVING BODY OR POSITION | | APPROVAL DATE | |
| | Associate Director, Programs | | July 2019 | |
| | PRIMARY LEGISLATION / REGULATION REFERENCE(S) | | | |
| <ul style="list-style-type: none"> • Child Care and Early Years Act, 2014 (CCYEA) • Canada Consumer Product Safety Act (CCPSA) | | | | |

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 Care Services will ensure that all children have appropriate opportunities to sleep rest and relax in accordance with their individual needs.

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, expectations and roles of all stakeholders, and alignment is consistent with government legislation.

Scope

This policy applies to all Family Day staff, 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 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's request. Educators will be sensitive to each child's needs so that sleep and rest times are a positive experience.
2. Advise parents 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. This information is posted in the sleep area and is kept in the child's file.
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.
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 are placed to sleep on a firm mattress that fits tightly in a crib that meets the Canada Consumer Product Safety Act (CCPSA).
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.
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.
14. Ensure infants, who require additional warmth, are in fitted one-piece sleepwear if available.
15. Ensure the risk of overheating is reduced by maintaining room temperature that is comfortable for a lightly clothed adult; avoid excessive blankets and bedding; not over-dressing or over-wrapping the infants when they sleep.
16. Ensure the sleeping environment is well ventilated and contains sufficient natural lighting as to meet licensing regulations.
17. Ensure cribs are arranged for easy access to staff & emergency evacuation cribs are located at the entrance of the sleep room/area.
18. Ensure sleeping infants, toddlers, and preschool children are visually checked regularly. The sleep information will be recorded on the sleep monitoring chart (Appendix 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 or changes are communicated to parents and supervision is adjusted accordingly.
20. 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*.
21. 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.

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.

Signature

I have read, reviewed and understand my responsibilities outlined in the Sleep Supervision Policy.

| | | |
|-----------------|------------------------------|-------|
| _____ | _____ | _____ |
| Staff Signature | Supervisor/Manager Signature | Date |
| _____ | _____ | _____ |
| Staff Signature | Supervisor/Manager Signature | Date |
| _____ | _____ | _____ |
| Staff Signature | Supervisor/Manager Signature | Date |

Distribution

Parents 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 Enrollment: _____

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/Preschool Sleep Room
 - APPENDIX C: Monitoring Procedures for the Infant Sleep Room