



## **SLEEP SUPERVISION POLICY**

### **WEST NIPISSING CHILD CARE CORPORATION**

#### **POLICY**

##### **Purpose**

In relation to Section 33 of Ontario Regulation 137/15, the *West Nipissing Child Care Corporation* (WNCCC) is responsible for ensuring that each child under 12 months of age is placed to sleep in a manner consistent with the recommendations set out in the Joint Statement on Sleep Safety: *Preventing Sudden Infant Death Syndrome in Canada*.

For healthy development, children need to get an adequate amount of sleep. Nap time is respected in our child care centers and family child care facilities, and we make every effort to help children relax and enjoy the experience.

Each age group has a different routine but we strive to tailor the procedure to each child as much as possible

#### **ADMINISTRATIVE GUIDELINES**

1. WNCCC staff, providers, volunteers and students will consult with parents about their child's sleep arrangements:
  - at the time of the child's registration;
  - whenever there is a change, e.g., transitions between programs;
  - at the parent's request.
2. Written documentation will be included in the child's file to reflect the child's sleep patterns and updates will be added as they occur.
3. All furniture and equipment meet current standards, are sturdy and in good repair.
4. Each infant has a crib with his/her own bedding (fitted sheet).
5. There shall be no extra items such as, pillows, quilts, blankets and bumper pads in the crib to reduce the risk of suffocation.
6. Each infant and preschooler has his/her own crib.
7. The furniture is checked quarterly (regularly) during the health and safety inspection.
8. In our in-home child care facility, children sleep on mattresses on a carpeted surface.

#### **Nap Procedure**

1. The Infant programs have a designated nap room so that infants can nap at any time, following their natural rhythm.
2. Their sleep routine is posted on the wall above the crib or bed so that it is visible to any member of the educational team working in that program.
3. Upon enrollment, each family is consulted about their child's sleep arrangements.



4. The program supervisor, the staff member, the provider and the educator shall review the sleep policies and procedure with all families at the time of registration.
5. If an educator or provider observes a significant change in a child's sleep patterns or behaviors, they shall communicate and document their observations; these will be discussed with families to determine if alternative supervision is needed for the child.
6. The educators, the providers, the volunteers, and the students shall ensure that all children under 12 months of age sleep on their backs, unless the child's physician recommends otherwise in writing.
7. During infant nap time, the educator or the provider enters the nap room to check on the children every 15-30 minutes, depending on the age and needs of the children, and records this check in the daily log or checklist. This is done quietly and unobtrusively so as not to disrupt the children's sleep.
8. The early child care educators and preschool program providers shall position themselves to directly observe children resting or sleeping.
9. The educators and the providers of either the toddler and the preschool programs shall document daily that direct observation was conducted during the sleep period.
10. The educators and the providers will conduct direct visual checks more often if necessary. (e.g., a child is having difficulty falling asleep, a child is coughing).
11. A rocking chair can be located in the program or nap room to rock the child to sleep before placing the child in the crib. However, infants, toddlers, and preschoolers are encouraged to self-soothe, and are supported in learning to do so.
12. Music (if played) during sleep time should not interfere with the staff or educator's ability to hear the children's movements and sounds.
13. There is sufficient light at all times for the educators and the providers to make direct visual checks. (a small light, night lights).
14. Children under one year of age should be fed according to written instructions provided by their parents; however, it is important to note that bottles should not be given to infants while they are in bed.
15. Children under one year of age should be held at a 45-degree angle or higher when feeding and an adult should always hold the bottle until the child is able to feed independently. Bottles should never be leaned against anything or left in the child's mouth while the child is sleeping or asleep.
16. The electronic sleep monitor is checked daily by the educators to ensure that it is working properly. It should not be used to replace direct visual checks. The lead educator or the assistant educator shall ensure that the electronic monitoring devices are functioning properly.
17. From time to time, items may be stored under the cribs in closed bins. Bins are never stored under the evacuation cribs.



18. A daily chart or log will be available to educators, providers and parents in each room; in this log, the assignment of individual cribs and cots to each child will be noted. Each child's name will be clearly identified on the crib and cot.
19. Strollers, swings, bouncers and car seats are not intended for infant sleeping.
20. For extended hours or overnight care, the child care provider will conduct a visual check and document the visual check in accordance with the agreement between the parents and the supervisor.
21. In a home child care program, a playpen may be used for a toddler with a written note from the parent.

I \_\_\_\_\_, (employee, provider, student, volunteer)  
understand and support the *West Nipissing Child Care Corporation's* Sleep Supervision Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_