Child Care Policy and Procedure Manual	
Section : Health and Safety	**Policy:** Sleep
Date Approved by P&P Cmte: March 14,2021 **Date Approved by BofD:** March 16, 2021	**Policy** # 1.13

PURPOSE

To ensure the safety and well-being of all children during the rest/sleep period; and that Bright Start Co-operative Early Learning Centre Inc.'s programs are arranged so that each infant receiving care is permitted to sleep as long as needed and when needed. Toddler and preschool programs are arranged so that each child who receives care has a rest period not exceeding two hours in length and is permitted to sleep, rest or engage in quiet activities based on the child's needs.

POLICY

Bright Starts CELC understands while not all children need a mid-day nap, young children benefit from periods of quiet relaxation to balance their active play. Some children who are tired may take a relatively long time to relax and sleep, while others only require a short rest period. Children's needs may also change from day to day or week to week. The need for rest and sleep varies greatly at different ages, and even among children of the same age; however, rest is an important part of the day for all children.

Bright Starts CELC will meet the needs of every child individually while taking into consideration consultation with parents regarding their child's sleeping arrangements at the time of enrollment and at any other appropriate time, such as at transitions between programs or upon a parent's request.

In accordance with the Child Care and Early Years Act , 2014, O. Reg. 137/15 s. 33.1 (1) a child who is under 12 months will be placed to sleep in a manner consistent with the recommendations as set out in the document "Joint Statement on Safe Sleep: Preventing Sudden Infant Death in Canada." published by the Public Health Agency of Canada unless the child's physician recommends otherwise in writing.

- Infants under 12 months of age will be placed in their crib on their back to sleep; once an infant is able to roll from their back to their stomach or side they will not be repositioned onto their back
- Sleep positioners will not be used
- Infants under 12 months will not be permitted to sleep in upright strollers, swings, bouncers and/or car seats while in attendance at Bright Starts CELC; should an infant fall asleep or arrive asleep in any of these items they will be gently transferred to a crib;

Procedure

1. Children will be assigned to individual cribs or cots labeled with their name

2. A crib or bed chart is posted for each sleep area detailing where each child's crib or cot is positioned
    a. Infant sleep rooms will also have a chart posted outside the sleep room door indicating the name of each child sleeping at any given time

3. Supervision and Monitoring
    a. Children will be supervised by an adult at all times
    b. Electronic sleep monitoring devices will not be used
    c. There will be sufficient light in the sleep area to allow for visual monitoring; lights can be dimmed but staff must be able to see children clearly
    d. Direct visual checks will be conducted of each sleeping infant in 15 minute intervals and of each sleeping toddler in 30 minute intervals by being physically present beside each child. Staff will check for one of two physical indicators in rotation, chest rising (CR) and colouring (C), as well as look for indicators of distress or unusual behaviours.
    e. Should the above visual indicators not be easily/immediately observed staff will gently place their hand on the child to feel for their chest to rise and check body temperature
    f. Direct visual checks will be documented and recorded with the indicator used on a Sleep Check Chart which will be posted in all sleep areas
    g. When four or more infants are in the sleep room, a staff will be physically present in the sleep room to supervise the children and conduct the visual checks; these checks will be documented and recorded on the Sleep Check Form which will be posted inside the sleep room.
    h. When less than four infants are in the sleep room, staff will visually monitor the sleeping children through the windows and physically enter the sleep room in 15 minute intervals to conduct sleep checks. Sleep checks will be recorded on the Sleep Check Form which will be posted inside the sleep room.

4. Children are permitted to sleep, rest or engage in quiet activities based on the child's needs.
    a. On occasion a wake-up room may be provided for preschool aged children whose individual needs may require more active play once their needs for rest have been met while others around them are still at rest.

5. Parents of children under 12 months of age will be advised of Bright Starts CELC obligation under the Child Care and Early Years Act (CCEYA), 2015, O. Reg. 137/15 s. 33.1 (1) with regards to the document "Joint Statement on Safe Sleep: Preventing Sudden Infant Death in Canada". All parents will be advised of Bright Starts CELC's Sleep Policy and Procedures. This information will be shared through our Parent Handbook as well as made available on the website.

6. Observance of any significant changes in a child's sleeping patterns or behaviours during sleep will be communicated to parents and will result in adjustments to the manner in which the child is supervised during sleep.