

SUPERVISION OF SLEEPING CHILDREN

Rationale:

- To ensure the ultimate safety of all sleeping children

Purpose:

- To provide the child's normal daily routines while at our preschool

Guidelines:

- A child needing sleep will be put in a bed or top bunk with side pulled and secured. Top bunks will be used for younger children.
- Name of child will be recorded on the sleep chart, along with date, time asleep and time awake.
- At the end of the day a written record will be placed in children's lunch boxes for parents/caregivers.
- A staff member will actively supervise unsettled children until they are all asleep. They will then remain inside the sleeproom at all times when children under two years of age are sleeping within. A staff member will record three minute checks on the sleeping children under two. Children aged two and above will be checked every five minutes.
- Prams are not to be utilised for sleeping children.
- A "panic alarm" is situated beside the sleep room door to be pushed for summoning help.
- A copy of our policy will be issued with each enrolment form for parents to read and sign.
- No child will have access to food or drink when in bed.
- The Supervision of Sleeping Children Policy will be displayed on the Parent Notice Board in the preschool.
- All bedding will be changed and laundered between children unless the child concerned will be returning for another sleep that week. In this situation the bed linen will be named so all staff are aware of this.
- Staff/child ratio will be maintained at all times.

Parent/Caregivers Name:.....

Signature:..... Date: