

Sleeping Room Policy – Nursery

Licensing Criteria 2008, Health and Safety, Sleep documentation required:

- **HS9:** (i) A procedure for monitoring children's sleep. The procedure ensures that children:

Do not have access to food or liquids while in bed; and

Are checked for warmth, breathing, and general well-being at least every 5-10 minutes, or more frequently according to individual needs.

A record of the time each child left in the care of the service sleeps, and checks made by adults during that time.

SLEEP MONITORING

Children sleep or rest in the Sleep room and sometimes in the divided off area of the main room. Sleeping children are monitored at all times by the staff member assigned to that duty for the day, as well as other staff as needed.

Before going to bed each child has outer clothes removed and nappy changed

No food or drink (including baby's bottles) is taken into the sleeping room. Parental permission is requested for the use of dummies.

When children are put to bed a staff member settles the child, and once asleep the timer is set to buzz every **five** minutes in the main room, as a reminder to visually check sleeping children every 5 minutes (The beds in the sleeping room are situated so each child is always in view). Staff go into the sleep room, or the dived off area in main room, regularly each 10 minutes to ensure they are breathing properly, are warm/cool enough.

After the child/children have been checked the staff member resets the timer. Each child is monitored to ensure they are breathing properly, warm, and tucked in.

When a child is put to bed the time they went to bed, the time they went to sleep, and the time they woke up, is recorded for parent and staff information on the white board in the main room and on the sleep chart. This enables the parents to check their child's sleeping times and also provides records for the Ministry of Education.

Parents are required to fill out a routine form when their child starts attending the Nursery; this enables the staff to follow the child's home sleeping routines as closely as possible, until they settle into their own Centre routine

Parents are able to inform staff daily of their child's sleeping needs through recording information on the whiteboard. The staff follow requests as much as possible to provide for individual changing routines

SLEEP SPACE & FACILITIES, BEDS & BEDDING

Each child sleeps alone in their bed, with a comfort soft toy of their choice as needed.

The Centre provides clean bed linen for each child and it is changed between children if the same cot is used by more than one child, and stored in individual named boxes.

If bed linen is used by the same child each day, it is washed at least weekly. Otherwise linen is washed daily after each child's use.

During the winter the sleeping room is kept at an even temperature of 16degrees Celsius (measured between 0.5 m and 1 m above the floor). The sleeping room is ventilated at all times (windows, fans).

Reasonable steps are taken to ensure that noisy activities in the areas adjacent to the Sleeping room are kept to a minimum while children are sleeping.

Safety and cleaning checks on all equipment are done weekly and recorded.

Beds purchased and used in the Sleeping room will meet the following criteria:

- Will allow the child to stretch full length
- Will not be more than 0.5m (0.3m) above the ground or will have a barrier to prevent the child from falling out.
- Will be structurally safe.
- Will have surfaces that can be easily cleaned
- Will allow sufficient headroom to allow the child to stand
- Will allow airflow around where the child is sleeping
- Will allow the staff to see each child at all times
- Will have comfortable supportive mattress with a wipeable surface cover.

This policy will be shown to parents when they enrol their child, and will be reviewed annually.

Reviewed: August 2008
Reviewed November 2010
Next review: December 2013

Reviewed October 2009
Reviewed December 2011