



PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE

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PENNANT HILLS WAR MEMORIAL CHILDREN'S CENTRE (PHWMCC) SLEEP & REST POLICY & PROCEDURE

Introduction

All children have individual sleep and rest requirements. Children need a comfortable relaxing environment to enable their bodies to rest. The environment must be safe and well supervised to ensure children are safe, healthy and secure in their environment.

Aim

We aim to ensure that all children have appropriate opportunities to sleep, rest and relax in accordance with their individual needs.

Procedure

Approved Providers, nominated supervisors and educators have a duty of care to ensure children are provided with a high level of safety when sleeping and resting and every reasonable precaution is taken to protect them from harm and hazard.

At PHWMCC we do not provide a set sleep / rest time each day, however should a child or family require this, provisions will be made.

In regards to sleep and rest, educators will:

- Consult with families about each child's sleep and rest needs. Families will inform PHWMCC of their child's sleep / rest needs via the "What's Important to Us" form which is filled out at the time of enrolment. Parents are encouraged to update their child's sleep and rest requirements if it changes;
- Respect family preferences regarding sleep and rest, and consider these regularly. Conversations with families may be necessary to remind families that children will be neither forced to sleep nor prevented from sleeping;
- Allow children to control their own sleep patterns, waking when they are ready;
- Ensure that a staff member who is familiar and known to the child will assist the child;
- Communicate with families about their child's sleeping or rest times, and the preschool policy regarding sleep and rest;
- Regularly communicate with families to ensure sleep and rest routines are working well for the child, the family and the preschool;
- Provide opportunities and space both indoors and outdoors for relaxation, rest and sleep;
- Assess each child's circumstances and current health to determine whether higher supervision levels and checks may be required;
- Maintain adequate supervision and maintain educator ratios through any relaxation, rest or sleep times; and
- Ensure that beds and linen are clean and in good repair. Beds will be wiped over with warm water and detergent after use. Linen will be provided by the preschool. Linen will be used by an individual child and washed after use.

Roles and Responsibilities

Approved Provider

- Ensure that the needs for sleep and rest for children are met, having regards to the ages , development stages and individual needs of the children
- Ensure that areas for sleep and rest are well ventilated and have natural lighting

Nominated Supervisor

- Maintain up to date knowledge regrading safe sleep practices and communicate this to educators and families

Monitoring, Evaluation and Review

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps, the preschool will review this policy every two years.

Families and staff are essential stakeholders in the policy review process and will be given opportunity and encouragement to be actively involved.

In accordance with R. 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children at the preschool are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the preschool; a family's ability to utilise the preschool; the fees charged or the ways in which fees are collected

Definitions:

Regulatory Authority:	Early Childhood Education and Care Directorate
Approved Provider:	Pennant Hills War Memorial Children's Centre Management Committee
Nominated Supervisor:	Director of Pennant Hills War Memorial Children's Centre
Responsible Person:	Nominated Supervisor or an Educator who has been placed in day-to-day charge of the Preschool
Early Childhood Educators:	Teachers and Child Care Workers

Related legislation: Education and Care Services National Regulations: Regulations 81, 103,105,110,115

Related Guidelines, Standards, Frameworks: National Quality Standard, Quality Area 2: Children's Health and Safety

Sources: Community Early Learning Australia – Safe Sleep and Rest Time Sample Policy

Relevant Documents: PHWMCC Enrolment Form

Policy reviewed: September 2017

Next review date: September 2019