SLEEP, REST AND SLEEP SUPERVISION POLICY			
Manual:	Child Care Centres	POLICY #:	**3.1**
Source:	*CCEYA, s.33*	Section:	Health & Safety
Replaces Policy Dated:	July 21, 2023	Reviewed/Revision Date:	December 8, 2025

POLICY

Network Child Care Services' (Network") child care staff members shall ensure compliance to sleep, rest, and sleep supervision requirements of the *Child Care and Early Years Act (CCEYA)* and Toronto Children's Services, *Assessment for Quality Improvement (AQI),* by following the policy details below during sleep and rest periods in the child care centre.

POLICY DETAILS

1. Sleep and rest period in the child care program is a routine part of the children's daily schedule. During sleep and rest period, children are encouraged to lay on their designated bed and sleep or rest quietly.

2. The need for rest and sleep varies among children in each age group and in each program room. Child care staff members follow the individual schedule of each child enrolled in the program room.

3. Sleep equipment (i.e. beds, cots, cribs, cradles) is assigned to each child enrolled in the child care program for sleep. Each piece of equipment is labeled with the child's name, and equipped with properly fitted sheets and blankets.

   3.1. Child care staff members shall wash the bed sheets according to Network's Sanitary Practices.

4. The child care centre Supervisor consults with each child's parent/guardian regarding the child's sleeping arrangements at the time of enrollment to the child care program, and when a child transitions between program rooms, or upon the parent/guardian's request.

5. At the time of enrollment or orientation of the child care centre, parents/guardians of children who regularly sleep at the child care centres are advised by the Centre Supervisor of Network's policies and procedures regarding children's sleep. Parents/guardians are informed of Network's Family Handbook for sleep and rest policies or may be provided with a copy of Network's *Sleep, Rest and Sleep Supervision Policy*, if requested.

Children Under 12 Months

1. Each child who is younger than 12 months is provided with a cradle or crib for sleep.

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2. If a child younger than 18 months is placed on a cot during rest time, written permission from the child's parent/guardian is required on Network's Sleep & Rest Alternate Arrangements Form. Children under 12 months old shall be placed for sleep in a manner consistent with the recommendations set out in the document entitled "Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada", as amended from time to time, unless the child's physician recommends otherwise in writing.

   To download the document, "Joint Statement on Safe Sleep", go to: http://www.phac-aspc.gc.ca/hp-ps/dca-dea/stages-etapes/childhood-enfance_0-2/sids/jsss-ecss-eng.php

3. Parents/guardians of children under 12 months shall be advised of the child care centre's obligation to ensure that children under 12 months old are placed for sleep in a manner consistent with the recommendations set out in the Joint Statement of Safe Sleep, (i.e. that children are placed on their back).

Children Older Than 12 Months but Younger Than 18 Months.

4. Each child older than 12 months but younger than 18 months that attends child care for six hours or more, is provided with either a crib or cradle or a cot, in accordance parental with written instructions and permission.

Children Older than 18 months, but Younger than 30 Months

5. Each child between the ages of 18 months and 30 months who receives child care for six hours or more is provided with a cot to sleep,

Children Older than 18 months, but Younger than 6 Years

6. Each child who is older than 30 months but younger than 6 years old and attends child care for six hours or more is provided with a cot to sleep or has alternate Director approval.

Children Older than 24months, but Younger than 5 Years

7. Each child who is older than 24 months but younger than 5 years old and attends child care for six hours or more is provided with a cot to sleep or has alternate Director approval.

Direct Visual Checks of Sleeping Children

8. Child care centre staff who are on duty during sleep periods are required to periodically perform direct visual checks of each sleeping child every by being physically present beside the child while the child is sleeping and by looking for indicators of distress or unusual behaviours.

9. A direct visual check of each sleeping child shall be conducted as follows:

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- Every 15 minutes for children under 18 months (infants), or as recommended in writing by the child's physician;
- Every 30 minutes for children between 18 months to 2.5 years (toddlers), or as recommended in writing by the child's physician.

10. The staff member who conducts the visual check on infants and toddlers during sleep periods, documents the time that the visual check was conducted, any indicators of distress or unusual behaviours or significant changes in a child's sleep pattern, using Network's current electronic communication platform.

    b) In the event that Network's electronic communication platform is not available or accessible, the staff member who conducts the visual check shall document the time that the visual check was conducted on Network's *Sleep Supervisor Record Form.*

11. Any observances of significant changes in a child's sleeping pattern or behaviours during sleep is documented and communicated to the child's parent/guardian. Adjustments in which the child is supervised during sleep is discussed with the parent/guardian and implemented by Network's child care staff members.

12. Electronic baby monitors are not permitted to be used as a replacement for conducting a direct visual check by Network child care staff members.

PROCEDURES FOR CHILDREN WHO DO NOT REST OR SLEEP

1. A child enrolled in the toddler, preschool or kindergarten program may be permitted to rest or sleep, or engage in quiet activities based on the child's needs. Staff members provide periods for relaxation and quiet activities to balance active play activities for children who do not rest.

2. The child care staff member who supervises the sleep and rest period is responsible for ensuring that a well supervised, comfortable space for quiet alternate activities is available for a child who does not rest or sleep.

3. Child care staff members plan and post quiet activities on the program plan. Quiet activities may include books for quiet reading, listening centre activities, and alternative quiet activities.

POLICY REVIEW

Network's Sleep, Rest and Sleep Supervision Policy is reviewed with all child care staff members, students and volunteers before they begin participating in Network's child care program. The policy is also reviewed at least annually thereafter or when changes are made to the policy, as required by the CCEYA. (*CCEYA*, s.6.1). A record of each

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policy review is documented and signed by the Centre Supervisor, staff member, student or volunteer on Network's *Policy Review Form.*

Network staff members are expected to comply with Network's stated policies, procedures and individualized plans as a condition of their employment with Network. Students and volunteers are expected to comply with Network's stated policies as a condition of their participation in the child care program.

Compliance with policies, procedures and individualized are observed and monitored on an ongoing basis by the Centre Supervisor.

Related Forms:

- Network's *Sleep Supervision Record Form*

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