**SLEEP POLICY**

**Rationale:** Each child is unique and comes with their own sleeping routine.

**Purpose:** To ensure teachers follow individual children’s rhythms and sleeping routines in a relaxed and familiar environment.

**PROCEDURES**

* Adequate space will be provided between children’s beds to ensure safety and hygiene.
* All children will be provided with their own individual sleeping space and bed linen.
* Sleep spaces will be positive and peaceful to ensure undisturbed rest. Teachers will be relaxed and unhurried in preparing children for sleep, and flexible to children’s individual routines.
* All children will be encouraged to sleep or rest when they need to. However, formal sleep and rest times will be provided.
* Staff/child ratio will be maintained while children are sleeping.
* Parents will be encouraged to bring any special toys children may help them settle into sleep.
* When using wall cots, only immobile children will be placed in the top level.
* For cultural reasons, children will be encouraged not to stand on pillows and are positioned head: head rather than head: feet.

**Procedure for Monitoring Sleeping Children**

* A teacher will be rostered on Sleep Room Duty each day
* The teacher on Sleep Room Duty will ensure children are checked for warmth, breathing, and general well-being every five minutes.
* The teacher on Sleep Room Duty will complete the Sleep Room Supervision Record Form.
* The Teacher rostered on Sleep Room Duty will record the times each child went to sleep and woke on the Sleep Times Chart.
* At no time will children have access to food or liquids while in bed in accordance with the Education (Early Childhood Services) Regulations 2008.

**Procedure for Laundering**

* Sleep Room Linen is stored in the… **(include details here)**
* All sheets and wraps are laundered… **(include details here)**
* Cot under blankets will be washed weekly, or if soiled.
* Stretcher under blankets and other blankets will be washed at least fortnightly.

***Licensing Criteria HS 9.***