VPCCC Sleep Policy

Proper sleep is an important part of every child’s growth and development. VPCCC has an obligation under the Joint Statement on Safe Sleep to develop and implement a policy and procedures which outline our practices for safe sleep.

Upon enrollment and other appropriate times, such as at transitions between programs or child’s needs, parents will be consulted on their child’s sleeping arrangements. Significant changes in the child’s sleep patterns or behaviours will be communicated to parents on their child’s daily chart. All children enrolled at VPCCC will be assigned a crib/cot with their names attached to the crib/cot. The bed sheets will be washed weekly or more often if needed. Parents of children over the age of 12 months are welcome to bring in a light blanket or sleep sack for their child, which will be sent home once a week or more often if needed, for washing. The staff conduct visual checks on the children during nap times and electronic monitoring devices are never used in replacement to visual checks. Regular monitoring of sleeping children reduces the risk of harm as caregivers can look for signs of distress (e.g. change in skin colour, breathing, signs of overheating, or blankets covering the face) and react as required.

The policy will be reviewed and signed by all staff, students, and volunteers before employment and on a yearly basis.

Procedures For Infants

* A VPCCC staff member will be in the sleep room supervising the children when there are 3 or more children in their cribs. When there are less than 3 infants sleeping, a baby monitor will be used.
* The electronic monitoring device will be checked daily by the 7 a.m. shift staff. If the electronic monitoring device is not working properly, a staff will be present during all sleep times until a new device can be purchased.
* Children under the age of 12 months will be placed on their back in the crib.
* Infant’s sleep times vary for each child and VPCCC follows your child’s individual sleep schedule.
* Children under 12 months will not be permitted to have any extra items in the crib such as blankets or bumper pads.
* A form is posted above each child’s crib giving instructions on how that child sleeps.
* VPCCC has a crib designated for each infant enrolled at the centre.
* Infants will be checked on by a VPCCC member every 15 minutes while they are in their cribs. Staff will assess the child for well being or signs of distress.
* Staff will initial time of each visual check on the child’s individual daily record chart.
* When a child is placed in the sleep room, their name will be recorded on a white board at the sleep room door. The staff who places the child in the sleep room is responsible for writing down the child’s name and informing other staff that the visual check has begun.
* When not in use, blankets will be hung over the crib headboard as to not block air flow in the room.
* No sleep toys, stuffed animals or pillows are allowed in the cribs. Only a fitted bed sheet and sleep sac or light blanket will allowed in the crib if the child is over 12 months.
* Soothers may be used in the crib but cannot be attached to any item or clip.
* Infants may not be permitted to sleep with anything around their neck, i.e. bibs, necklaces.
* If a child has a mild illness, the staff will position themselves beside that child’s crib.
* The sleep room has blinds for light control, they are only lowered ¾ of the way as to allow enough light into the room for easy monitoring.
* Children will only be allowed to sleep in their assigned cribs. Car seats, swings, bouncers or strollers will not be used for sleep. If a child falls asleep in the stroller, the seat will be reclined and the child will be moved to their crib once they have returned to the centre.
* When an infant is in transition to the toddler room, they will be assigned a cot for napping. The cot will be placed beside the staff in the sleep room.

Procedures For Toddlers and Preschoolers

* The children’s cots are placed in the classroom. A staff is in the classroom at all times. Students or volunteers will not be left unattended in the sleep room.
* Any changes to assigned cots or sleep arrangements will be documented in the staff’s daily log book.
* Sleep patterns and preferences are made in consultation with parents and documented on the child’s Individual Schedule. This is reviewed by parents upon transitions and other appropriate times.
* Visual checks are done on the half hour and recorded in the classroom log book.
* Sleep times are recorded on the child’s daily chart.
* The blinds are closed during sleep times but allowing for enough light for easy visual monitoring by the staff.

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| **PERSON** | **DATE** | **REVISIONS MADE** |
| Nicola | November 9, 2015 | -Policy created |
| Nicola | September 9, 2016 | -Revised to reflect Ministry Guidelines outlined in the August 2016 Manual |