

Beacon Learning Centre Sleep and supervision policy and procedures

- Children will be assigned individual cots.
- Parents complete a section in the registration package in regards to their child's sleep patterns and arrangements which the teachers review upon enrollment. Teachers will consult with parents respecting their child's sleeping arrangements on or before their start date and at any other appropriate time, such as at transitions between programs or upon a parent's request.
- Staff will perform direct visual checks of sleeping children approximately every fifteen minutes during rest time, and any time they deem necessary, checking for indicators of distress or unusual behaviour.
- Direct visual checks will be documented in a 'sleep check' form posted in each classroom where children sleep. Staff will initial next to the allotted time, record the number of children present in the sleep room and record any observations. These sheets will be kept in the sleep log binder in the office.
- Staff will ensure there is sufficient lighting in the sleep room to conduct the direct visual checks.
- The observance of any significant changes in a child's sleeping patterns or behaviours during sleep will be communicated to parents and will result in adjustments to the manner in which the child is supervised during sleep.
- If there is a separate room for children who wake up early ("wakers"), the staff will record where each child is located using a reusable attendance sheet on a clipboard. This will be kept with the group at all times (i.e. during outdoor play).
- Parents have access to this policy on our website (www.beaconlearningcentre.com) and will be shown upon request.