



**Home Child Care
Policies and Procedures**

Section: Health and Safety	Policy No: 2186992
Policy Title: Sleeping Arrangements and Supervision	Revision Date: December 2016

<p>Authority: Ministry of Education – Ontario Regulation 137/15 General Manager, Home Child Care</p>
<p>Policy Statement: The sleeping policies and supervision are followed according to Ministry of Education, Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada (Public Health Agency of Canada) and Home Child Care requirements.</p>
<p>Policy Intent: Every caregiver will follow the policies and procedures for sleep supervision as listed below.</p>
<p>Definitions: Visual Check – Caregiver performs a direct visual check of each sleeping child by being physically present beside the child while the child is sleeping and looking for indicators of distress or unusual behaviours. Sleeping Arrangement Permission Form – Parent permission form for child’s sleeping arrangements. Toddler – 18 months to 30 months Preschool – 30 months to 72 months Rest/Quiet – Quiet time where child looks at books, puzzles, is inactive, no screen time.</p>
<p>Procedures:</p> <ul style="list-style-type: none"> • Every child will have a form completed. • Parents receive the Parent Handbook with the Sleep Arrangements and Supervision section. Parents are consulted respecting a child’s sleeping arrangements before the child starts. • The Sleeping Arrangements Permission Form and policy is reviewed and completed with parents before the child begins care. The form is updated as needed. • Sleeping Arrangements and Supervision Policy can found at https://www.regionofwaterloo.ca/en/living-here/region-of-waterloo-home-child-care.aspx • Every child who is younger than 12 months is placed for sleep in a manner consistent with the recommendations set out in the document Preventing Sudden Infant Deaths in Canada (Public Health Agency of Canada), unless a child’s physician recommends otherwise in writing. Child is placed on their back to sleep, no blankets, bumper pads or covers in the crib or playpen.

- Observance of any significant changes in a child's sleeping patterns or behaviours during sleep will be communicated to parents and adjustments are made as needed.
- Direct Visual Sleep Check Record or Daily log is available for parents to review.
- Each child 18 months and up to and including five years old in care for six hours or more must nap in a cot, mat or bed with individual bedding. Mat must be 4 inches thick.
- Each toddler or preschool child who receives child care for six hours or more in a day has a rest period not exceeding two hours in length.
- Electronic Sleep Monitor can be used. The monitor is checked daily to ensure it is functioning properly. The monitor is not used as a replacement for the direct visual sleep checks.
- There must be sufficient light in the sleeping area/room to conduct direct visual check.

Rest/ Nap

- Caregiver periodically performs a direct visual check of each sleeping child and records the check and observations on the Direct Visual Sleep Check Record or Daily Log (Well Being Column). Minimum check every hour is to be performed.

Overnight Care

- Overnight care will require a caregiver to follow the one hour check schedule and then check the child before the caregiver retires to bed and then again in the morning until the child awakes.

References/Appendix

DOCS# 2200188 Sleeping Arrangements Permission Form

DOCS# 2200168 Direct Visual Sleep Check Record

Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada published by the Public Health Agency of Canada.

Daily Log – log book provided by Region of Waterloo for caregivers

Policy Online Version

DOCS#2393109 Process for Monitoring Compliance and Contravention with the Policies, Procedures and Individualized Plans