



## Alexandra Park Children's Learning Community

*a personal learning journey together*



### **Sleep Policy**

At Alexandra Park Children's Learning Community we have a duty care towards the health and wellbeing of all the children. We want the children in our care to flourish and develop to their maximum potential. We understand the importance of sleep for a child and of following their home routine, and so provide a place to sleep and rest for all of the children throughout the centre.

### **Baby Sleep Procedure**

We have a designated sleep room for all of the babies to use throughout the day. This is in line with our ethos of being a "home from home" for our children.

- Babies each have their own bedding and sheets which are labelled and washed each week.
- Babies are supervised until they fall asleep. Our babies are then checked every ten minutes. This is recorded on the "baby sleep room check list".
- When checking we are ensuring that the children are comfortable, still safely placed on their bed and bedding and clothing is not causing any danger or risk.
- Bedding must not be left in the sleeping area, but be placed on the child's basket.
- Staff should check the child's nappy on waking and change if required.
- Sleep times should be recorded on the child's daily sheet.
- The key person should consult with parents regularly on the sleep patterns of their child.

### **Toddler room procedure**

- All of the children are given the opportunity to rest or sleep in the afternoon.
- Our qualified members of staff encourage the children to sleep and rest, by staying by their side until they are fully asleep.
- Often staff members will find what the children like/dislike or what encourages their children to sleep. This may be finding a special blanket or comforters from home.
- Each child has their own bed sheets which are labelled and washed each week.
- If a toddler wants to sleep in the morning or after 3pm, they can sleep in the baby sleep room. After the child has fallen asleep, staff should check on the child every five minutes and record this on the "baby sleep room check list".
- Bedding baskets must not be left in the sleeping area, but be placed in the store room.
- Staff should check the child's nappy on waking and change if required.
- One member of staff at least should remain in the toddler room while the children are asleep.
- Sleep times should be recorded every ten minutes. This is recorded on the "toddler sleep room check list" and then on the child's daily sheet.
- The key person should consult with parents regularly on the sleep patterns of their child.

- **If in need or at their request, the children from Pre-school and Kindergarten will be offered a quiet place to rest and sleep throughout the day.** Sleep times should be record every ten minutes. This is recorded on the “ Sleep room check list” and then on the child’s daily sheet (both with staff initials).

**Date - September 2021**

**Signed Manager-**

**Review – September 2022**

**Signed Director –**