

Version 3

Effective Date: 14 September 2023

Next Review: 2026

Document Approver: Chief Executive

Document Owner: Facilities & Services

## Applies To | Ko Wai Whakahāngaitia

All teaching staff.

## General Principles | Mātāpono Whānui

To ensure provision of adequate sleeping/rest space for children.

## Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

Not Applicable.

## References | Tohutoro / Huānga ki

Education (Early Childhood Services) Regulations 2008

Licensing Criteria for Early Childhood Education and Care Services 2008: PF12, 29, 30, 31, 32-38, HS9-11.

## Display Document | Whakamātakitaki Pukapuka – Yes

## Practice Statement | Whakaharatau Tauākī – Required - Yes

## Policy Review Cycle | Kaupapa Arotake Hurihangā

This policy will be reviewed every three years and in conjunction with reviews of the related procedures or processes and documents outlined above.

## Policy

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1. All children attending kindergarten are entitled to rest or sleep as and when required.
2. Teachers will implement a practice statement for resting or sleeping children that meet their individual needs and keep them safe from harm.
3. Practice statements will be displayed in the rest/sleep area and made available to parents and whānau at enrolment and as part of induction.
4. Teachers will seek information from parents and whānau about their child's preferred sleep/rest routines.
5. Sleep records will be current, up to date and accessible to parents. Teachers will use 'Sleep Record' form approved by Kindergarten Taranaki to record sleep times. Staff will initial each 10 minute time slot during the sleep/rest period.
6. Sleep furniture (e.g. cots, stretchers) and bedding suitable for the needs of the child will be provided by the kindergarten and arranged in a way that there is adequate space in between and teachers have access to at least one side.
7. Sleep furniture will be of a design that enables children able to sit or stand when they wake.

8. There will be no food or liquids in the sleeping/resting area while children are resting or sleeping.
9. Sleeping children will be physically checked for warmth, breathing and general well-being every 5 to 10 minutes or more frequently according to individual needs.

## Procedure

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1. Each kindergarten will develop, display and share a practice statement that outlines how the wellbeing and safety of children who require undisturbed rest or sleep will be met in their kindergarten.
2. Teachers will provide parents and whānau with a copy of the kindergartens sleep practice statement at enrolment and ask them to confirm they have sighted the practice statement by signing the relevant section of the enrolment form.
3. Teachers will engage in regular discussions with parents and whānau of sleeping and resting children to ensure parents and whānau are kept informed and are involved in decision making around their children's rest or sleep requirements.

## Forms

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1. Sleep Record Form.