



Preschool Sleep and Rest Procedure

Associated National Quality Standard	Education and Care Services National Law or Regulation	Associated department policy, procedure or guideline
2.1	Regulation 81	Leading and Operating Department Preschool Guidelines Preschool sleep and rest guidelines
Pre-reading and reference documents		
ACECQA sleep and rest practices		
Staff roles and responsibilities		
<p>Principal</p> <p>daily delegation to onsite educators</p>	<p>The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool.</p> <p>The principal is responsible for ensuring:</p> <ul style="list-style-type: none"> the preschool is compliant with legislative standards related to this procedure at all times all staff involved in the preschool are familiar with and implement this procedure all procedures are current and reviewed as part of a continuous cycle of self- assessment. 	
<p>Preschool supervisor</p>	<p>The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection, by:</p> <ul style="list-style-type: none"> analysing complaints, incidents or issues and what the implications are for the updates to this procedure reflecting on how this procedure is informed by relevant recognised authorities planning and discussing ways to engage with families and communities, including how changes are communicated developing strategies to induct all staff when procedures are updated to ensure practice is embedded ensuring the electronic copy is appropriately named and version dated in the footer 	

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<p>Preschool educators</p> <p>This includes all staff; casuals, lunch cover, volunteers and anyone else who works in the preschool</p>	<p>The preschool educators are responsible for working with leadership to ensure:</p> <ul style="list-style-type: none"> • all staff in the preschool and daily practices comply with this procedure • storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers • being actively involved in the review of this procedure, as required, or at least annually • ensuring the details of this procedure's review are documented 	
Procedure		
<p>Meeting the needs for sleep and rest</p>	<ul style="list-style-type: none"> • The preschool educators ensure the individual sleep and rest requirements of each child are met, as advised by their family. This information is collected during the pre-enrolment interview. It is reviewed regularly with families. • Children are not forced to lie down or sleep. Beds are provided after lunch for those who require a rest/sleep. • There are several comfortable, quiet areas, both inside and outside, that a child can retreat to at any time of the day to rest. These include the book corner, the chill out space, the outside reading area and the quiet areas on the verandah. • There is a designated rest / quiet period included in the daily routine/ timetable. After lunch, beds and restful experiences, such as yoga, or mindfulness activities are provided for the children. There are also quiet activities such as reading and puzzles for the children to participate in. • Adequate supervision is maintained while some children rest and others engage in activities. Resting children are adjacent to the playing area and all educators are responsible for ensuring all children are adequately supervised while resting and playing as per <i>Koonawarra Supervision of Children Procedure</i>. • Children are encouraged to lie on their backs before they fall asleep and then turn to a comfortable position once asleep. • If a child sleeps during the preschool day, their family is informed of the length of time they slept. An educator completes the <i>Sleep Register</i> noting the time the child fell asleep and the time the child awoke. • If children wish to, they are able to lie down with a sheet and / or blanket. These are supplied by the preschool and laundered at the end of each child's weekly attendance. Beds are sprayed with disinfectant when the sheets are changed. 	

Record of procedure review
Date of review and who was involved
31.1.23 - Louise Rodot & Carol Williams 1.2. 23 - Amanda Schalk 13.2.23 - Amanda Kowalczyk
Key changes made and reason/s why
Procedure placed into updated Department proforma. Changes made to the wording in line with department requirements. Removal of suggestion that all children should sleep during rest time.
Record of communication of significant changes to relevant stakeholders
13.2.23 - Copy placed in localised procedures folder and old one disposed of. 20.2.23 - Copy shared with school executive staff.

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Copy and paste a new table to record each occasion the procedure is reviewed.