



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		
ACECOA sleep and rest practices		
Staff roles and responsibilities		
School principal	<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. 	
Preschool supervisor	<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.</p>	
Preschool educators	<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		
Meeting the needs for sleep and rest	<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. Children are not forced to lie down or sleep. There is a comfortable, quiet area, both inside and outside, that a child can retreat to at any time of the day to rest. There is a designated rest / quiet period included in the daily routine / timetable. The areas the children rest in are well ventilated and have natural light. Use a range of practices to manage sleep, rest and relaxation needs. Children sleep, rest and relax in a range of different ways. Some children 	

	<p>may prefer to quietly rest and read; some may enjoy relaxation activities like guided meditation or yoga; some may need to be more active in order to then sleep and/or relax.</p> <ul style="list-style-type: none"> • Adequate supervision is maintained while some children rest and others engage in activities. Staff Closely monitor sleeping and resting children and the sleep and rest environments. This involves checking/inspecting sleeping children at regular intervals, and ensuring they are always within sight and hearing distance of sleeping and resting children so that they can assess a child's breathing and the colour of their skin. • If a child sleeps during the preschool day, their family is informed of the length of time they slept. The preschool teacher makes note of the time and informs the family upon pick up.
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Record of procedure's review
Date of review and who was involved
Term 4 – 28 th October 2021 – Kristen McNeill
Key changes made and reason/s why
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Joanne Jurgeit – Preschool Teacher Patricia May – Preschool SLSO

Record of procedure's review
Date of review and who was involved
Term 3 – 15 th September 2022 – Joanne Jurgeit
Key changes made and reason/s why
No changes required.
Record of communication of significant changes to relevant stakeholders
Amiee Jahshan – Principal Patricia May – Preschool SLSO