



Casino West Little Jarjums 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. This includes but is not limited to:</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 	

	<p>communities, including how changes are communicated</p> <ul style="list-style-type: none"> • developing strategies to induct all staff when procedures are updated to ensure practice is embedded.)
<p>Preschool educators</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.
<p>Procedure</p>	
<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. • Information is collected from families regarding their child's needs before they commence in their preschool enrolment form and discussed at the child orientation play session. Families inform staff of their child's changing needs throughout the year at pickup and drop off times. • 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. • The inside quiet space is located on the left-hand side on entry to the preschool. It is equipped with mattresses, pillows, and quiet play resources. • The outside rest area has a large daybed and is located in the undercover area in the outdoor learning space. • There is a designated rest / quiet period included in the daily rhythm. The daily rhythm may vary over the course of theyear depending on the changing needs of the children. • If a child doesn't want to rest during the designated rest / quiet period, they are able to engage with a quiet activity in the quiet spaces around the room. i.e. writing area etc. • Adequate supervision is maintained while some children rest and others engage in activities. All children remain in the indoor learning environment during rest/quiet time to ensure they are adequality supervised at all times. • Children are resting in the same area as all other children playing. Sleeping children are supervised by a Student Learning Support Officer and are checked every 15 minutes to ensure they are resting safely i.e. adequate air ventilation around them, safe sleeping position etc. • Children are encouraged to sleep 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. The SLSO supervising the child will

	<p>note the time the child fell asleep and woke on our sleep record sheet located on bookshelf next the teacher's chair.</p> <ul style="list-style-type: none"> • If children wish to, they are able to lie down with a pillow and sheet and / or blanket. These are available for children to access in rest area. Educators will wash and sanitise these items after use.
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Record of procedure's review
Date of review and who was involved
04/04/2023 Preschool Team, preschool families. Shared with families for feedback.
Key changes made and reason/s why
Moved to new department template to adhere to Department expectations of what should be included in this localised procedure
Record of communication of significant changes to relevant stakeholders
Uploaded to Casino West Public School webpage and placed in Localised Procedures folder in preschool foyer.

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