

Rest Time

Head Start Performance Standards

§ 1302.31 (e)

§ 1302.47 (5)

Policy

Center-based programs operating for six or more hours per day will provide a regular time every day during which children are encouraged to rest or nap.

Infants will be allowed to nap on demand. The daily schedule will adapt and adjust to meet the needs of toddlers transitioning from multiple naps to one mid-day nap. Infants and toddlers will be permitted to sleep uninterrupted until waking independently whenever possible, with the exception for required emergency drills. Every effort will be made to schedule drills to minimize interruptions to sleep schedules.

Procedure

- Each child will rest on an individual cot or mat with their name on it. Families may provide a blanket and/or snuggle item, which toddlers and preschool children may have with them while they sleep.
- Sheets provided at HCDC will be washed weekly. Blankets provided by the family will be sent home for washing regularly or when visibly soiled.
- Cots mats or cribs will be placed at **least two feet apart if children are placed head to toe, or three feet apart otherwise**. They will be arranged to allow direct, unobstructed passage to each child.
- The mattress, mat, or pad used by infants and toddlers must fit tightly in the crib or placed where the child cannot fall to a lower surface while resting.
- Children may take off their shoes and put them next to their mat/cot for rest time.

Safe Sleep for Infants:

- To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants under 12 months of age are **always** placed on their backs (supine position) on a firm mattress for sleeping, except when otherwise specified by a physician. (A copy of the physician orders will be kept in the child's file.) When infants can easily turn over from the back to front, the child will be allowed to adopt whatever position they prefer for sleep.
- Infants' and toddlers' heads and faces must remain uncovered during sleep.
- To promote safe sleep for our infants in our program and ensure active supervision of our infants our program has created an addendum to our Active Supervision and Safety plan specifically for children in our Infant classroom. This plan to monitor sleeping infants' states that:
 - One staff person will be assigned as the monitor of the sleeping space each day.
 - Monitor will perform a walk through in the sleeping space every 10 minutes.
 - The monitor will use a vibrating timer set to go off every 10 minutes.
 - Monitor will check sleeping infants to ensure:
 - They are breathing
 - Not overheated

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- Not in distress
- Do not need assistance
- Infants nap in cribs until 12 months of age and may transition to mats thereafter. Sofas, pillows, car seats, infant seats, or bouncy chairs may not be used as sleeping baskets or as a substitute sleeping area.
- With the exception of a required positioning device to restrict movement within the child's bed specified by a doctor, **no** other items may be placed with a sleeping infant. (A copy of the physician orders will be kept in the child's file.) This includes blankets, pillows, quilts, sheepskins, soft bumpers, wedges, stuffed toys, and other soft products.
- Infants may wear sleep sacks for added warmth until 12 months of age. Winter wear or snow suits, or any clothing with a hood are not permitted for napping.
- Infants are not laid down to sleep with bottles.
- Staff will create a safe, cozy, comfortable, and peaceful napping environment.

EHS FY Duration Classes

- Staff will be respectful of families' traditional and cultural practices. For example, in many cultures families co-sleep and a child may not be accustomed to sleeping alone. This practice may require staff or parents (if they have time) to hold, sing, or rock a child until the child falls asleep until such time as the child is able to fall asleep alone.
- The specific times each child falls asleep, and wakes will be recorded on the **EHS Daily Report Form** each day regardless of the beginning or end of the nap period on the daily schedule.
- Infants are put down for naps on demand, often two or more times per day. Toddlers are allowed to form and follow their own pattern of sleeping and waking periods. All children are allowed to naturally progress toward one nap for several hours after lunch on their own developmental timeline.
 - Infants and toddlers will be permitted to wake up on their own schedule whenever possible and provided with space to move around and materials and activities to use, while allowing their peers to sleep longer as needed.
 - During scheduled naptimes, alternative quiet learning activities will be provided for infants and toddlers who do not need or want to rest or nap.
 - Infants will continue to be allowed to sleep until their parent(s) arrive, unless specifically requested by the family. In such cases, the teachers will work with the family to develop a routine for the child to be awake and ready to be picked up.
- In the **EHS FY Ones** and **Twos** classes, for any child(ren) who routinely sleep until pick up time, teachers will work with the family to develop a routine to support the child's transition from napping to being picked up.

Pacifier Use

- All pacifiers used by children participating in Early Head Start (EHS) will be handled and stored to prevent transmission of infectious disease, reduce child's exposure to bacteria and to prevent dental and orthodontic problems.
- Parents should provide 2 pacifiers labeled with the child's name using a waterproof label or non-toxic permanent marker.
- Pacifiers should be cleaned and stored open to air, separate from the diapering area. Pacifiers will not be stored in plastic bags as the dampness encourages fungal growth.
- Pacifiers must be cleaned with soap and water before each use or when becoming contaminated.

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- Staff will regularly inspect pacifiers for deterioration including holes, frayed edges or tears. Parent will be notified when worn or damaged pacifiers need to be replaced.
- Pacifiers will not be attached to the child by string, ribbon or pacifier clips due to the risk of strangulation and/or entanglement.
- Staff and parents will develop a plan together to wean child from the pacifier when developmentally appropriate.

Preschool

- If children are still awake after 30 minutes of rest time, quiet activities will be provided at their mat or at a table.
 - Staff may set the expectation for children to 'rest' on their mat for the first 30 minutes of rest time. Support may include rubbing backs, quietly reading books or time in a staff lap.
 - Staff may support children who are still awake to stay on their mats by providing them materials they can use quietly on their mat.
 - Children who are not willing or able to stay quietly on their mat or who are still awake after no more than 30 minutes will be offered quiet activities they can do and will be permitted to move to designated areas of the classroom where they may engage in quiet activities as they indicated the desire to do so.
- At the end of the 2-hour rest period, staff may open window coverings, turn on some or all lights and allow children to resume regular activities with normal noise and activity levels, teaching them to be respectful of the needs of any sleeping peers. One or two areas of the classroom with sleeping children may need to remain closed until all the children are awake.
- Children should be awake with enough time to eat a snack, toilet if needed, and be ready to go out to the bus or pick up area. Staff may begin waking children by pulling back covers down to the waist, calling their name, gently caressing their face, touching or slightly shaking their bodies at the end of the 2 hours.
 - In the event a child has a toileting accident while sleeping, staff will assist the child in changing their clothing as soon as the incident is noticed. Staff will follow the sanitation process outline on page 4 of this document.

All Ages

- Children will be allowed to re-enter the classroom routine on his or her own time as much as possible. As the child wakes, they will be invited to get up and begin moving through routines such as snack, toileting, or other activities at their own pace whenever possible.
- Afternoon snack must be served no more 3.5 hours after lunch to all children who are awake. For children who are asleep at the designated snack time, a snack must be offered to each child as they wake up. Each child may choose to eat or decline a snack. Staff will have an appropriate portion of a snack reserved and ready to serve as needed for any child who needs more time to wake up and rejoin activities.
- Occasionally, parents may request their child's nap time be limited to specific amount of time. Staff will engage in conversation with the family about the request to understand the reasons behind it. While it is generally appropriate for children to sleep as long as needed, exceptions may be made on a case-by-case basis with the approval of the Program Area Supervisor and the Program Manager. The exception and the reason for it will be noted in the Family Contacts on ChildPlus.
- If the request is determined to be developmentally appropriate and necessary to meet the needs of the child and the family, staff will make plans for ways to gently wake the child and quietly engage the

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child in appropriate activities until fully awake. The child will then be offered appropriate activities and space to move within the classroom while allowing peers to sleep as needed.

- Staff will make accommodation for children with disabilities or special medical needs who may have unusual sleep patterns or require special sleeping arrangements.
- Staff are responsible for informing parents when their requests cannot be accommodated because they violate our policy. Such parental requests may include but are not limited to:
 - Asking for the child to sleep for 2 hours when the child normally only sleeps for 1-1.5 hours at school.
 - Requiring a child to lie back down and rubbing their backs in an effort to get them back to sleep if they wake earlier than usual. If the child remains lying down on their cot, staff may rub the child's back until the child falls asleep again or indicates they do not want their back rubbed. Staff may also hold and rock a child until the child falls back asleep or signals, they are done and ready to get up and move around the classroom.
 - Putting infants down to nap on a schedule rather than on demand.

Sanitization

- Children will have designated cribs, mats, and cots. Cribs and mats will be sanitized with a sanitizing solution at least once a week. If visibly soiled, items must be cleaned prior to sanitizing.
- Cots will be sprayed with disinfectant daily before stacking after rest time.
- All bedding will be washed weekly and when visibly soiled. Community Action classroom staff will wash the sheets provided by the program for HCDC. Other bedding provided by the family will be sent home weekly for laundering and when visibly soiled.
- Cribs, mats, and cots will be disinfected, and clean bedding provided when designated for use by a new child.
- Soiled bedding will be stored in an area separate from food preparation or storage areas and will be inaccessible to children. All clean linen will be stored in a sanitary manner.

Supervision of children

- When **all** children in the toddler or preschool room are asleep, children may be supervised by one qualified staff member as defined by licensing and Performance Standards for brief periods of time. As children awaken, required adult-child ratios (1:4 for infants and toddlers and 1:10 for preschoolers) must be met and maintained. Group size maximums shall be in effect at all times.
- Sleeping children will be in sight and sound of classroom staff at all times.

Coffee Creek and Home Based Socialization Classrooms:

Infants in Home-Based and Coffee Creek program options do not need classroom cribs for sleep. Home Visitors and Teachers will provide a safe sleep area with a sanitized mat and clean sheet, as needed or as requested by the parent.