



DAILY CARE ROUTINE CHART

EXAMPLE COPY

Date: -----

Name	Morning tea	Lunch	Afternoon tea	Dinner	Menu
Abdullah	✓ 1/2	✓	✓	✓	Morning tea: Fruit salad
Afia	✓	✓	✓		Lunch: Tuna Mornay
Abid	✓	✓	✓ 2	✓ 1/2	Afternoon tea: Cheese + crackers
Hamza	✓	✓	✓		Dinner: Mixed Sandwich

Name	Sleep/ Rest	Time
Abdullah	S	12PM- 1:30PM
Afia	S	12:35PM- 2:00PM
Abid	REST	12PM- 1:00PM
Hamza	S	9:15AM- 10:30AM 1:30PM -3:00PM

S = SLEEP, R = REST



Daily Care Routine chart Book



1. REST AND SLEEP POLICY

Policy and procedure number:

Link to NQS: 2.1.2, 2.3.2, 3.1, 3.1.2

Link to N.Reg: 81, 103, 105, 110, 115

POLICY STATEMENT:

KIDZONEFDC is committed to providing a safe and calm environment for the children.

AIM: To provide effective rest and sleep strategies as they are important factors in ensuring a child feels secure and safe in a family day care environment. This policy and procedure aims to ensure compliance with the regulatory requirement for a policy and procedure on "Sleep and rest for children and infants" and compliments the Kidzone Family Day Care Child Safety procedure. Effective sleep and rest strategies are important factors in ensuring a child feels secure and is safe in an educator's care service.

Approved providers are responsible for ensuring sleep and rest policies and procedures are in place (ACECQA- October 2017) The Approved Provider will provide information to educators from time to time regarding safe sleeping based on current research and recommended evidence-based principles and guidelines. Red Nose (formally Sides and Kids) is considered the recognised National Authority on safe sleeping practices for infants and toddlers.

Definitions:

Rest is defined as a period of inactivity, solitude, calmness or tranquillity, and can include a child being in a state of sleep. A **baby** is defined as a **child** aged from birth to 24 months.

IMPLEMENTATION:

The primary safe resting and sleeping practices for children under **KIDZONEFDC** are as follows:

- All children are placed on their back when first being settled for a rest. If a child turns onto their side or stomach during sleep, they are allowed to find their own sleeping position
- All children rest with their face uncovered
- Children's rest environments are free from cigarette or tobacco smoke
- The rest environment, equipment and materials are safe and free from hazards
- Educators monitor resting children at regular intervals and supervise the rest environment



Safe resting practices for babies

- Babies are placed on their back to rest, when they are first settled.
- If a medical condition exists that prevents a child from being placed on their back, the alternative resting practice must be directed in writing by a medical practitioner.
- If older babies turn over during their rest, they are allowed to find their own resting position, but are always laid on their back when first being placed to rest
- To prevent a baby from wriggling down under bed linen, they are placed with their feet closest to the bottom end of the cot.
- Babies aged younger than 6 months and who have not been observed to repeatedly roll from back again on their own should be repositioned onto their backs when they roll onto their front or side.
- Quilts are not used as bed linen. Pillows, soft toys, lamb's wool and cot bumpers are not allowed, other than a comfort toy
- Light bedding is the preferred option, which must be tucked in to prevent the baby from pulling bed linen over their head.
- If parents preferred sleeping bags, that should not have a hood and may be provided by the parents for use at FDC home.

Safe resting practices for toddlers

- Toddlers are encouraged to rest on their back.
- If toddlers turn over during their sleep, they are allowed to find their own sleeping position.
- Quilts are not used to cover toddlers in a cot or on a mattress. Pillows, soft toys, lamb's wool and cot bumpers are not allowed, other than a comfort toy
- Light bedding is the preferred option, which must be tucked in to prevent the toddler from pulling bed linen over their face
- If parents preferred sleeping bags, that should not have a hood and may be provided by the parents for use at FDC home
- Quiet experiences are offered to those toddlers who do not fall asleep.

Safe resting practices for preschool children

- Preschool children are encouraged to rest on their back. If they turn over during their sleep, they are allowed to find their own sleeping position.
- At no time is a preschooler's face covered with bed linen when they are sleeping.
- Quiet experiences may be offered to preschoolers who do not fall asleep.

Children of all ages

- Children should sleep and rest with their face uncovered.



- A quiet place should be designated for rest and sleep, away from interactive groups. If designated for rest, the space should allow for a calm play experience.
- Children's sleep and rest environments should be free from cigarette or tobacco smoke.
- Sleep and rest environments and equipment should be safe and free from hazards.
- Supervision planning and the placement of educators across a service should ensure educators are able to adequately supervise sleeping and resting children.
- Educators should 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.

Protective behaviours and practices

Supervision of resting children

- All children who are resting will be supervised by the educator
- All children who have fallen asleep in the service will be monitored regularly with specific attention
 - Adults will not rest or sleep in the same environment as a child or group of children. If a child's face is covered, the educator will immediately uncover the child's face
 - Settling children for rest ensure that children are in comfortable clothing, that nappies are clean and dry and/or that
 - Children have been to the toilet.
 - Offer comfort items and soothing music
- Sit and be with children to assist them to sleep if needed

Cots & Portacots:

The following information is directly referenced to SIDS & Kids:

- All new and secondhand cots sold in Australia must meet the **Australian Standards** for Cots and be labelled AS **2172**. Cots that are not labelled with the Australian Standards will not be used by educators under KIDZONEFDC
 - Educators will ensure that all cots are placed in an area that is a safe distance from heaters, electrical appliances and hanging cords or string
 - Educators will not place an extra mattress or padding under or over the manufacturer's cot mattress
- Cot mattresses should be in good condition, clean, firm, flat and must fit the cot base with no more than a 25mm gap between the mattress and the sides of the cot
- Soft mattresses increase the risk of SIDS as it encourages a baby to roll onto their stomach.
- Babies' cots are cleaned weekly with soupy water spray using paper towel to wipe the surface
- Children's resting mattresses are cleaned weekly with soupy water spray using paper towel to wipe the surface
- Each child has their own bed linen
- Children's bed linen is washed weekly, and immediately if soiled.



- Other resting materials or aids, such as cushions, are to be cleaned every week by the families

Sleepwear

- Educators monitor the temperature of the rest environment and address children's clothing needs
- Children resting in jumpers with hoods and cords are at higher risk of choking and should not be encouraged to wear these garments when resting.

Communicating with different stakeholders

Children

- The children are notified that rest time will be happening with a warning before the period starts
- All children are encouraged to be an active participant where possible to assist in the sleep/rest routine eg. getting comfort items/ cushions from their lockers

Educators

- All educators under KIDZONEFDC must understand and implement the sleep and rest time policy created by KIDZONEFDC
- Consult with the families about their children's rest needs.
- Educators will be sensitive to each child's needs so that rest times are a positive experience.
- Educators must update regular first aid training in resuscitation as defined by licensing regulations/best practice standards

Safe placement

- Ensure a safety check of sleep and rest environments is undertaken on a regular basis.
- If hazards are identified, lodge a report as instructed in the service's policies and procedures for the maintenance of a child safe environment.
- Ensure hanging cords or strings from blinds, curtains, mobiles or electrical devices are away from cots and mattresses.
- Keep heaters and electrical appliances away from cots.
- Do not use electric blankets, hot water bottles and wheat bags in cots.
- Do not place anything (e.g. amber teething necklaces) around the neck of a sleeping child. The use of teething bracelets (e.g. amber teething bracelets) is also not recommended while a child sleeps.

Management/Coordination unit staff

- Management/coordination unit staff receive regular first aid training in resuscitation as defined by licensing regulations/best practice standard
- The Director will ensure staffs are regularly updated on SIDS and Kids on best practices.
- To take reasonable steps to ensure that children's needs are being met but giving them the opportunity to rest, having regard to the ages, developmental stages, and individual needs of each child.
- There are adequate numbers of bedding available to children that meet Australian Standards.
- The area for rest is well ventilated and has natural lighting.



Who is affected by this policy?

Management, Co-ordination staff, Educators, Families and Children.

Sources:

- Australian Children's Education & Care Quality Authority
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2015,
- ECA Code of Ethics.
- Guide to the National Quality Standard.
- Guidelines for SIDS and Kids Safe Sleeping in Childcare Facilities
- SIDS & Kids Safe Sleeping Kit : <https://rednose.org.au/section/safe-sleeping>
- Standards Australia – www.standards.org.au
- The Children's Hospital at Westmead – Safety factsheet – Cots and Cot Mattresses, <http://kidshealth.schn.health.nsw.gov.au/sites/kidshealth.schn.health.nsw.gov.au/files/safetyfactsheets/cots-and-cot-mattresses.pdf>
- Australian Competition and Consumer Commission (ACCC) – www.accc.gov.au - Cot safety PDF
- Australian Consumer Law 2011 - Australian Competition and Consumer Commission.
- The NSW Work Health and Safety Act 2011 & the NSW Work Health and Safety Regulation 2011

Reviewed: Aug 2017

Reviewed date: May 2018

Next Review: May 2019

updated May 2020



Daily Care routine chart Book should be collated according to the following order:

1. Cover page
2. Sleep and rest policy
3. Example page
4. Empty templet

Please make copies at least for three months



Date: -----

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					Morning tea
					Lunch
					Afternoon tea
					Dinner

Name	Sleep/ Rest	Time



S = SLEEP, R = REST