

## Rest Time Policy

### Policy No. 211

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Children can benefit from a short quiet time or calm-down time. Rest time allows for children to rejuvenate for the afternoon. All children will be provided an opportunity to rest in a quiet and calm environment. The rest time routine must be consistent from day to day to ensure that children feel secure, safe, and can relax. The mats and all linen used during napping will be cleaned and disinfected in a manner that prevents spread of communicable disease.

#### Procedure 211-P

WAC 388-295-2050 states that you must:

1. Offer a supervised rest period to the child who is:
  - a. Five years of age or younger and in care for more than six hours
  - b. A child showing a need for rest
  
2. Allow a child twenty-nine months of age or younger to follow an individual sleep schedule, and plan alternative quiet activities for the child who does not need rest.

**Safe Rest Time Practices:** Following steps must occur when planning for Rest Time:

#### 1. All Children:

- a. Prepare the children ahead of time that rest time period is coming by verbally letting them know and utilizing the picture card from the daily schedule if needed.
- b. Create structure and flow with the daily rest time schedule to help foster a feeling of ritual at rest time.
- c. All Children who need to sleep before the scheduled rest time period or who need to sleep after the rest time period will not be denied to do so. The staff must accommodate to meet the child's individual sleeping pattern.
- d. There must be sufficient light in the classroom and staff must be able to see each of the children's faces while they are resting.
- e. Children's mats or infants cribs, must be 30 inches apart from each other.
- f. Staff must provide the children sufficient time to settle down and time to wake at their own pace.
- g. Active Supervision and zoning of the classroom must occur at all times by the staff during rest time.
- h. Carefully consider the placement of children's mats or an infants crib; avoid placing mats in exit and entry ways, near shelves that have items on top of them, in blind spots of the classroom, near changing table, or under tables.
- i. Any changes to a child's sleeping pattern will be communicated to the child's parents.

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## 2. Infant:

- a. The infant's crib must be kept free of all items except for a fitted sheet.
- b. Infants who have developed the muscles to roll back and forth will have a label placed on the outside of their crib that states, "I can roll back and forth".
- c. An infant must only be placed in their crib when they are asleep, as soon as an infant awakes, they must be removed from their crib.
- d. For infants, document sleeping pattern on a daily basis on the Infant Daily Activity Record.
- e. The staff must gently place the sleeping infant into their crib.
- f. Comforting techniques that staff can use to help children relax and fall asleep can be playing soft relaxing music in the background or utilizing the rocking chair to rock an infant.

## 3. Toddler:

- a. Floor mats, cots, and mattresses must be arranged so children are head to toe, or toe to toe.
- b. When age-appropriate, the children will assist with setting-up their mat for rest time.
- c. A blankets will gently be placed on top of the toddler's body if the toddler is not capable of covering themselves.
- d. Comforting techniques that staff can use to help children relax and fall asleep can be playing soft relaxing music in the background and gently rubbing a child's back.
- e. All toddler children are encouraged to rest and calm their bodies on their mat, and can choose to go to sleep.
- f. All Toddler children who do not sleep after 15 minutes of being on their mat, must be allowed to get up and must be provided with a quiet activity.

## 4. Preschool:

- a. Floor mats, cots, and mattresses must be arranged so children are head to toe, or toe to toe.
- b. When age-appropriate, the children will assist with setting-up their mat for rest time.
- c. Blankets will gently be placed on top of preschool child's body and will cover themselves with their blanket.
- d. Comforting techniques that staff can use to help children relax and fall asleep can be playing soft relaxing music in the background or gently rubbing a child's back.

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- e. All preschool children are encouraged to rest and calm their bodies on their mat, and can choose to go to sleep.
- f. All preschool children who do not sleep after 15 minutes of being on their mat, must be allowed to get up and must be provided with a quiet activity.

### 5. **Practices never allowed for any child:**

- a. Restraining a child to make them go to sleep or stay on their mat is never allowed for any child.
- b. Physical restraint must never be used to keep a child on their mat or to make a child sleep or stay awake.
- c. Placing an infant in their crib with a bottle or with a pacifier.
- d. Infants being tossed into their crib or dropped into a crib.
- e. Children's heads being covered with a blanket or children being wrapped in a blanket by the staff.
- f. Placing any child directly on the floor to rest or sleep.
- g. Allowing infants or toddlers to get too warm while sleeping, which may be exhibited by indicators that include, but are not limited to, sweating; flushed, pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability.

### 6. **Care of Mats and Linen:**

- a. The children must not share personal bedding items and personal bedding will be stored in individually labeled bags or in the child's personal cubby space in between use.
- b. The mats will be disinfected, sanitized, and air dried at least once per week or more often as needed if used by only one child, or after each use if used by more than one child.
- c. Mats will be stored so sleeping surfaces are not touching each other unless cleaned and sanitized after each use.
- d. If at any time that the mat is soiled with body fluids, or after a child's illness it must then be disinfected and sanitized before it can be used again.
- e. Soiled linen will be stored away from food preparation areas and in a sanitary manner.
- f. Linen will be washed weekly or as needed if the linen becomes soiled with bodily fluids.
- g. Staff must follow the sanitation protocol when cleaning mats, covers, or cots.

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- h. Mats, cots, and other sleep equipment used must in good condition, have no tears or holes, and have no repairs with tape.

## Activity Record

CJ/HR Dept. 4/14/16

Approved by Policy Council: 4/11/19

Approved by Board of Directors: 5/28/19

ECEAP Performance Standards: D-13, D-18

Head Start Act: n/a

Head Start Performance Standards: 1304.22,  
1306.36