



SAMPLE NAPPING POLICIES, PROCEDURES AND PRACTICES

Note: You are encouraged to develop and adapt these policies, procedures and practices as needed to meet the needs of your program.

POLICIES

Expectations of the Family

CNC Staff respect children's and family's needs and expectations related to nap time.

- The CNC Staff will speak with families about their child's individual needs and to be aware of the different values and beliefs parents have regarding napping.
- The determination for a child to participate in a nap will be made with the guidance of the family, and the needs of the child, as the most important factors.

Needs of the Child

- A child will be provided a safe and appropriate space in which to nap, uninterrupted.
- As much as possible, the nap will take place at a time that meets the developmental needs of the child.

Responsibility of the Program

- It is the organization's expectation that all CNC Staff respect the children's and family's needs and expectations related to nap time.

PROCEDURES

When providing a nap or rest time for a child, take the following steps:

- Consult with a parent about their child's need to nap or rest during the day.
- Observe the child for signs that they need to nap.
- Schedule a nap or rest time as appropriate.
- When a child is in need of a nap outside of the scheduled nap time a mat will be placed in the designated quiet area and the child will be given their blanket from home.
- Sleeping mats will be placed in the designated areas prior to the scheduled nap time and the children's blankets will be placed on top.
- Observe the child while napping or resting, and based on your observations, and consultation



with a parent, adjust the child's nap or rest time to meet the child's developing needs.

- Sleeping equipment will be sanitized every Friday and the children's blankets will be sent home to be washed.

BEST PRACTICES FOR SAFETY

The Child

The primary safe resting and sleeping practices for children are:

- The resting environment, equipment and materials will be safe and free from hazards.
- Staff must monitor resting children at all times.
- All children will rest with their face uncovered.
- All children under 19 months of age are placed on their back to rest when first being settled for a rest. When children independently turn onto their side or stomach during sleep, allow them to find their own sleeping position.
- No excess bedding, toys, pillows and other unnecessary items will be in an infant's sleeping area.

Sleeping Equipment

- The CNC Staff conduct a safety check of the sleeping equipment on a regular basis.
- Staff note any concerns and take steps to ensure they are addressed.
- Any sleeping equipment that cannot be repaired immediately is removed from use until repairs are made.
- Sleeping equipment, including bedding, is washed weekly or more often if soiled.