**Waratah Public School Preschool Procedure**



**Sleep, Rest and Relaxation**

**Reviewed: 13/5/20**

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| Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline | [Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf) reference | Associated National Quality Standard | School policy or procedure |
| 81 | The following department policies and relevant documents can be accessed from the preschool section of the department’s [website](https://education.nsw.gov.au/teaching-and-learning/curriculum/preschool/policies-and-procedures);* Preschool Sleep and Rest Guidelines
* Leading and Operating Department Preschool Guidelines
 | p. 26-27p. 45 | 2.1 |  |
| 1. If a child sleeps regularly, a meeting with the family will be organised prior to enrolment and an individual sleep record developed and kept with the child’s records. This consultation takes into consideration the views of the families and the needs of the child to determine an appropriate plan.
2. Children will be encouraged to recognise their need for rest using our daily check-in board. If children indicate that they are tired, educators have a conversation with the child and remind them of the spaces available to them for some quiet time.
3. Indoors, the *Kit-Kat (Take a break) Room* is located between both classrooms and provides headphones, sensory toys, a beanbag and cushions. All children can access this area throughout the day and this space can be modified to meet the individual needs of children.
4. The outdoor environment has been designed to provide quiet areas for children.
5. If a child requires rest or is feeling unwell at any time throughout the day, quiet areas with cushions and sheets are always available and can be accessed by the children if necessary.
6. Yoga mats, a beanbag, cushions and light sheets are available for children who wish to rest.
7. If a child uses a cushion, sheet or yoga mat, these are cleaned according to the item. Cushion covers and sheets are washed, yoga mats and bean bag wiped over with disinfectant wipes and allowed to dry in the sun.
8. Children who are resting or fall asleep are supervised closely by an educator in an area that allows supervision of other children not resting. Any clothing that poses a choking hazard are removed prior to the child laying down (hooded jumpers/shirts etc.).
9. If a child falls asleep, the time is recorded on a form so that parents and/or carers can be informed. This form is to be presented to and signed by the adult who collects the child. If a form doesn’t get completed, parents are to be phoned and informed about their child’s sleep.
10. After recess at 2pm, staff role model chillax time, by turning out the lights and playing musi. Children are encouraged to relax and engage in Chillax time or choose a quiet activity. They can rest in a quiet area or participate in yoga, meditation, audio books etc. Children will guide their transition to play once they feel relaxed in mind and body.
11. Cosmic Kids Yoga, smiling mind or various other forms of meditation are used as relaxation resources, which promotes quiet and calm and light exercise.
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