

## Southern NH Services, Inc.-Child Development Program Rest Time Procedures

Classrooms operating over 5 hours and with children over 1 year of age, the classroom will provide a rest time period

- Typically follows lunch
- Transition period may include bathroom/diapering, books, quiet activities, stories, and/or music to support the needs of the group
- Cots or mats are provided for all children
- Care is taken to room arrangement to meet sleeping needs (consistent placement unless individual need is identified), transition, and adequate space (clear pathways, exit and minimum 2 ft between children, head to toe)
- Storage of rest materials-mats/cots will be provided, stored rolled so that surface is inside and not touching other sleeping surface
  - Blankets may be provided by families or the center and will be laundered weekly
- After 30 minutes of a child not sleeping, activities will be provided
  - Rest time activities can vary from coloring books, small puzzles, manipulatives, cars, etc. Variety and novelty of activities are preferred to promote engagement
- After 60 minutes of a child not sleeping they will be offered choice of activity, such as table activities or limited centers
- Children are allowed to wake naturally from nap

### Individualization

- Infants
  - Sleep on their own schedule in crib provided
  - Infants are placed BACK to SLEEP and Bare is Best and checked every 10 minutes (Staff working in centers with infants are trained in safe sleep practices and SIDS prevention for infants)
  - Babies who can roll will not be repositioned if they roll onto their side or belly
  - Alternative positioning is only allowed with medical orders
- Children who do not sleep at school
  - Staff will consult family regarding sleep patterns at home and school at enrollment (Health and Nutrition History Form)
  - Staff will document sleep pattern in Case Notes after 1 week of attempt to allow child to rest with the classroom as stated above
  - Staff will document conversation (Case Notes) with family regarding alternate rest time If staff and family agree that child no longer sleeps
    - Such conversation may happen at any time the staff determine a change in sleep pattern that would require individualization
  - Alternative plans may be made to support the child during rest time routines (Referral to program specialist for planning purposes will be made as needed)
  - Children will be allowed to rest on an as needed basis, even if an alternate plan has been established
- Alternate sleep patterns
  - Children are accommodated as needed when additional sleep is needed

NH Child Care Licensing Standards

**He-C 4002.23 Rest and Sleep.**

- (a) Programs shall consult with the parents of each child and observe children on an ongoing basis to determine each child's resting or napping needs.
- (b) Programs shall provide children who are in attendance for more than 5 hours with an opportunity for at least one hour of rest, relaxation or sleep, depending on the needs of each child.
- (c) Programs shall accommodate the individual sleeping patterns of infants and children who are unable to adjust to a scheduled nap or rest time.
- (d) Programs shall allow children who are able to adjust to a scheduled nap or rest time to fall asleep and awaken at their own pace within a block of time set aside as nap or rest time.
- (e) Programs shall provide children who do not fall asleep after 30 minutes with an opportunity to do a quiet activity.
- (f) Child care personnel shall not require that children who are awake stay on mats, sleeping bags, cots, or beds for more than 60 minutes.
- (g) To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants shall be placed on their backs to sleep, unless there are written medical orders requiring alternate positioning.
- (h) Child care personnel shall check on infants in cribs, in person, at least every 10 minutes.
- (i) For children 24 months through 5 years, during naptime, a center based program may have one less staff person in a classroom than required to meet ratios in accordance with He-C 4002.33 through He-C 4002.36 provided that:
- (1) The total number of child care personnel required to maintain all ratios are on the premises of the program;
  - (2) The ratio of awake children to staff in the classroom shall be no more than half the number of children as stated in He-C 4002.33 through He-C 4002.36;
  - (3) Rooms in which staff is reduced shall be equipped with a two-way communication system, such as an intercom, to allow for immediate contact for assistance and response; and
  - (4) There is a safety plan on file for review by the department, child care personnel and parents which includes plans or procedures for the following: a. Evacuation; b. Supervision; c. Environment; d. Schedule; e. Naptime policy; and f. Staff training and support.
- (j) Ratios for children under 24 months shall always be maintained, in accordance with He-C 4002.33 and 4002.34, except as specified in (k) below.
- (k) Ratios for children under 24 months in mixed age groups with children 24 months and older shall be based on the average age of the children in each group during naptime, in accordance with (i) above.
- (l) Programs shall base the staff to child ratio on the average age of the children in each group when there are mixed age groups in the same room in accordance with (a)\* above.
- (m) Programs that choose to reduce staff in accordance with (i) through (l) above shall notify parents in writing of the reduction of staff.
- \*Please note that the incorrect rule was reference in (l) above. It should read: Programs shall base the staff to child ratio on the average age of the children in each group when there are mixed age groups in the same room in accordance with (i) above. This note is not documented in the adopted rule.

**He-C 4002.22 Learning Materials, Toys and Equipment.**

- (s) Full day programs shall provide a sleeping bag, crib, cot, bed or mat for each child requiring a rest.
- (t) Cribs, cots, beds, mats, or playpens used for sleeping shall be arranged in a manner that ensures that:
- (1) Passageways and exit routes are not blocked, to allow for emergency evacuation and access to each child by staff;
  - (2) They are spaced at least 2 feet apart while in use or separated by a solid divider on one side only, allowing for adequate supervision by staff and air circulation; and
  - (3) Children are placed head to toe.
- (u) Blankets, sleeping bags, bedding, cots, and mats shall be stored in a manner which ensures that sleeping surfaces are not touching or shall be washed and sanitized before re-use if stored in a manner that allows sleeping surfaces to touch during storage.
- (v) All bedding shall be cleaned at least once a week and more frequently if soiled.
- (w) There shall be an individual crib or play pen for each child 12 months of age and younger, except for siblings for whom co-sleeping is part of their family culture and written authorization is given by the children's parents and the child's primary health care provider.
- (x) No crib shall be used unless manufactured on or after June 28, 2011, or if manufactured prior to that date, has a Children's Product Certificate (CPC), or test report from a consumer product safety commission (CPSC) accepted third-party lab, provided by the manufacturer documenting the crib's compliance with 16 CFR 1219 as required by 16 CFR 1219 and 1220.
- (y) Cribs and playpens required under (w) above shall:
- (1) Not be stacked;
  - (2) Be free of cracked or peeling paint, splinters, and rough edges;
  - (3) Have no more than 2 $\frac{3}{8}$  inches between slats;
  - (4) Have no missing, loose, broken, or improperly installed parts, screws, brackets, baseboards, or other loose hardware, or damaged parts on the crib or mattress supports;
  - (5) Not have corner posts which extend more than 1/16 of an inch above the end panels;
  - (6) Not have holes or tears in the mesh walls or in the material that connects the walls to the bottom of the crib or play pen;
  - (7) Have properly fitted sheets which do not have excess fabric or that compress the mattress; and
  - (8) Have mattresses which: a. Are in good repair, free of rips or tears; and b. Fit the crib or playpen so that the space between the mattress and crib or playpen is not more than 2 adult fingers wide and does not create a suffocation hazard.