

Sleep – Procedure PO180-8

1. AIM

To provide warm, comfortable, secure, space and facilities for children needing to sleep at the Centre.

2. SUPPORTING DOCUMENTATION

Te Whāriki

The Licensing Criteria for Early Childhood Education and Care Services 2008, (amended 2026)

3. TE PUĀWAI ROOM

- Most children's rest periods fall between 12.00 - 3.00pm. However, they are able to rest as required depending on individual need.
- A staff member is rostered in the sleep area to monitor sleeping and resting children.
- Placement of beds allows adults clear access to at least 1 long side of each bed.
- Children's sleep/wake times are recorded in the Sleep Chart (available for Parents).
- There are checks of the children's temperature, breathing and general well-being at least every 5-10 minutes, while they are sleeping. Checks are documented on the Sleep Chart and teachers initial each check.
- Children use bedding provided by the centre which is washed weekly or more often, as required. Bedding is stored separately in individually named baskets. Made up beds are named and used only by the child indicated.
- Waterproof mattress covers are washed each term or any time they are soiled.
- Children's individual needs are met by allowing personal 'comforters' at sleep time.
- No food or drink will be given to children in sleep areas (MoE Regulations).
- All sleep records are stored for at least 6 months.
- All licensing criteria and regulations regarding sleeping children are met.

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Refer to the [QMS](#) for the latest version.

4. TE PIHINGA ROOM

- Children's rest periods are according to individual needs and as discussed with Parents and in response to each child's need on any given day.
- Sleeping children have allocated beds and bedding (provided by the centre) to allow children to feel settled and have a sense of familiarity with their sleep routine in the centre.
- Placement of beds allows adults clear access to at least 1 long side of each bed.
- Bedding is washed after 5 sleeps or more often, as required.
- Waterproof mattress covers are washed each term or any time they are soiled.
- All children's sleep/wake times are recorded on the sleep chart. Sleep/wake times are also documented on a white board outside the sleep room for parent information.
- There are checks of the children's temperature, breathing and general well-being at least every 5-10 minutes, while they are sleeping. Checks are documented on the Sleep Chart and teachers initial each check.
- Charts are stored for at least 6 months.
- Children's individual needs are met by allowing personal 'comforters' at sleep time.
- Children do not have access to food or drinks while in bed (MoE Regulations).
- An alarm timer is used to remind staff to check temperature and breathing.
- All licensing criteria and regulations regarding sleeping children are met.

Document information – Office use only	
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