# Home Child Care Agency Sleep Supervision Policy and Procedures

Name of Home Child Care Agency: Click here to enter text.

Date Policy and Procedures Established: Click here to enter text.

Date Policy and Procedures Updated: Click here to enter text.

## Policy

### Placement of Children for Sleep

* Children under 18 months of age will be placed in their assigned cradles, cribs or playpens for sleep.
* Children over 18 months of age who sleep will be placed in their assigned cots or beds for sleep.
* All children who are younger than 12 months of age will be placed on their own backs to sleep, unless other instructions are provided in writing by the child’s physician. Parents of these children will be advised of the provider’s obligation to place their child(ren) to sleep on their backs, as set out in the “Joint Statement on Safe Sleep: Preventing Sudden Deaths in Canada”.

### Consultation with Parents

* All parents of children who regularly sleep at a home child care premises will be advised of the agency’s policies and procedures regarding sleep at the time of their child’s enrolment and/or anytime the policies and procedures are revised, as applicable.
* The [insert role] will consult with parents about their child’s sleeping arrangements at the time of their child’s enrolment and at any other appropriate time (e.g. when a child transitions to a new home child care premises, when a child becomes over 18 months of age, or at the parent’s request).
* Significant changes in a child’s sleeping patterns or behaviours will be communicated to parents. Any changes in sleep behaviours will result in adjustments being made to the child’s supervision during sleep time, where appropriate, based on consultation with the child’s parent.

### Direct Visual Checks

* [include details about how frequently direct visual checks will be performed]
* [include details about how direct visual checks will be performed]
* [include details about how direct visual checks will be documented]

Regulatory Requirements: Ontario Regulation 137/15

#### Sleep policies and supervision

33.1

1. Every licensee shall ensure that a child who is younger than 12 months who receives child care at a child care centre it operates or at a premises where it oversees the provision of home child care is placed for sleep in a manner consistent with the recommendations set out in the document entitled “Joint Statement on Safe Sleep: Preventing Sudden Infant Deaths in Canada”, published by the Public Health Agency of Canada, as amended from time to time, unless the child’s physician recommends otherwise in writing.
2. Every licensee shall ensure that, if child care is provided for a child who regularly sleeps at a child care centre the licensee operates or at a premises where it oversees the provision of home child care,
3. an employee or the home child care provider periodically performs a direct visual check of each sleeping child by being physically present beside the child while the child is sleeping and looking for indicators of distress or unusual behaviours;
4. there is sufficient light in the sleeping area or room to conduct direct visual checks; and
5. there are written policies and procedures at the child care centre or home child care premises with respect to sleep, and the policies and procedures,
6. provide that children will be assigned to individual cribs or cots in accordance with this Regulation,
7. provide that parents will be consulted respecting a child’s sleeping arrangements at the time the child is enrolled and at any other appropriate time, such as at transitions between programs or rooms or upon a parent’s request,
8. provide that parents of children younger than 12 months will be advised of the licensee’s obligation under subsection (1),
9. provide that parents of children who regularly sleep at the child care centre or home child care premises will be advised of the centre’s or agency’s policies and procedures regarding children’s sleep,
10. provide that the observance of any significant changes in a child’s sleeping patterns or behaviours during sleep will be communicated to parents and will result in adjustments to the manner in which the child is supervised during sleep, and
11. include details regarding the performance of direct visual checks, including how frequently direct visual checks will be performed and how direct visual checks will be documented.
12. In determining the matters described in clause (2) (c) (vi) in respect of children who are enrolled with a home child care agency and who receive child care at a home child care premises, the licensee shall consider parents’ input, the sleep environment at the premises and the proximity of the sleeping area or room to the child care provider when the child is sleeping.
13. Every licensee shall ensure that in each child care centre it operates that has a separate area or room for sleeping, there is a system in place to immediately identify which children are present in the area or room. O. Reg. 126/16, s. 23.
14. Every licensee shall ensure that if electronic sleep monitoring devices are used at a child care centre it operates or at a premises where it oversees the provision of home child care,
15. each electronic sleep monitoring device is able to detect and monitor the sounds and, if applicable, video images, of every sleeping child;
16. the receiver unit of the electronic sleep monitoring device is actively monitored by employees at the child care centre or the home child care provider at all times;
17. each electronic sleep monitoring device is checked daily to ensure it is functioning properly; and
18. electronic sleep monitoring devices are not used as a replacement for the direct visual checks required under clause (2) (a).

**Disclaimer:** This document is a sample template that has been prepared to assist licensees in understanding their obligations under the CCEYA and O. Reg. 137/15.  It is the responsibility of the licensee to ensure that the information included in this document is appropriately modified to reflect the individual circumstances and needs of each home child care agency it operates and each premises where the licensee oversees the provision of home child care.

Please be advised that this document does not constitute legal advice and should not be relied on as such. The information provided in this document does not impact the Ministry’s authority to enforce the CCEYA and its regulations. Ministry staff will continue to enforce such legislation based on the facts as they may find them at the time of any inspection or investigation.

It is the responsibility of the licensee to ensure compliance with all applicable legislation. If the licensee requires assistance with respect to the interpretation of the legislation and its application, the licensee may wish to consult legal counsel.