



# Sleep and Rest Policy

## Te Kaupapa Here mō te Moe, me te Whakatā

Version 2 | Mahi Tuarua

Effective Date | Whakamana tahito: January 2026 | Hānuere 2026

Next Review | ā houanga arotake: January 2029 | Hānuere 2029

Policy Owner | Rangatira Kaupapa Māhere: Chief Executive Officer

Key Accountabilities | Ngā Takonga Tuatahi: Chief Operating Officer, Senior Teachers, Etu Ao Visting Teacher Lead

### Introduction | Tīmatanga Kōrero

The purpose of this policy is to:

- Ensure provision of adequate sleeping and rest space for children.
- Ensure safe practices to support the sleep routines.

### Applies To | Ko Wai Whakahāngaitia

This policy applies to all Teachers, Visiting Teachers and TONI Educators employed or contracted by He Whānau Manaaki o Tararua Free Kindergarten Association (Whānau Manaaki).

### General Principles | Mātāpono Whānui

1. All children attending kindergarten and Etu Ao home-based services are entitled to rest or sleep as and when required.
2. Teachers and TONI Educators will seek information from parents/whānau/caregivers about their child's preferred sleep and rest routines.
3. Teachers and TONI Educators will implement practices and procedures for resting or sleeping children that meet their individual needs and keep them safe from harm.
4. Sleeping children will be physically checked for warmth, breathing and general well-being every 5 to 10 minutes or more frequently according to individual needs and must be recorded on the Sleep Record Chart.
5. Sleep records (which will be kept for two years), will be current, up to date and accessible to parents/caregivers. Teachers and TONI Educators will use the Sleep Record Chart developed by Whānau Manaaki to record sleep times or if creating their own, will ensure that it records all required information.
6. Teachers and TONI Educators will engage in regular discussions with parents/whānau/caregivers of sleeping and resting children to ensure they are kept informed and are involved in decision making around their children's rest or sleep requirements. These discussions and decisions will be documented.
7. Teachers and TONI Educators will develop, display and share Sleep and Rest Procedures that outline how the wellbeing and safety of children who require rest or sleep will be met in their kindergarten/home.
8. Teachers and TONI Educators will provide parents/whānau/caregivers with a copy of the kindergartens or home-based services sleep policy and procedures at enrolment and ask them to confirm they have sighted the procedure by signing the relevant section of the enrolment form.



9. There will be no food or liquids in the sleeping and resting area while children are resting or sleeping.
10. Sleep furniture (e.g. cots, stretchers) and bedding suitable for the needs of the child will be provided by the kindergarten/Etu Ao home-based service and arranged in a way that there is adequate space in between and teachers have access to at least one long side. The area surrounding each child should allow sufficient air movement to minimise the risk of spreading illness.
11. Sleep furniture will be of a design that enables children able to sit or stand when they wake.
12. If not permanently set up, sleep equipment will be safely stored in ways that are hygienic and promote good manual handling practices for staff.
13. The kindergarten/Etu Ao home-based service will have a procedure for cleaning sleep surfaces and laundering of bedding, including no sharing of linen.
14. Supervision of sleeping children by teachers/TONI educators is reviewed as part of the Kindergartens/Etu Ao Home-based services supervision plan and included in the kindergarten/ Etu Ao Home-based service procedure.

#### **Relevant Legislation and Regulations | Whaitake Ture me Waeture**

1. Education (Early Childhood Services) Regulations 2008
2. Licensing Criteria for Early Childhood Centres & Care Services 2008
3. Licensing Criteria for Home-based Education & Care Services 2008

#### **Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka**

- Kindergarten Sleep Record Chart
- Etu Ao Sleep Record Chart
- Kindergarten and Etu Ao Home-based service Sleep and Rest Procedures

#### **Policy Review Cycle | Kaupapa Arotake Hurihanga**

This policy is to be reviewed every three years. Whānau Manaaki may amend or cancel this policy or introduce a new policy, as it considers it necessary within the current cycle of the policy. Any amendments will be considered by the policy Working Group and will need to be approved by the Senior Leadership Team and the Board. The policy will continue on the same review cycle.

