REQUIRED FOR LICENSING

Sleeping Children Sign

MUST BE DISPLAYED AT CENTRE

Licensing criteria for Early Childhood Education and Care Centres 2008 (as amended 20 April 2026): HS107, PF124, PF125, PF126, PF128
Education (Early Childhood Services) Regulations 2008

PLEASE DISPLAY AT YOUR CENTRE IN DESIGNATED SLEEPING AREA	
1.0	**BEFORE**
1.1	Make up the cot using the bedding (sheets/blankets only) provided at Centre or brought from home by whānau. If a multi-level cot, ensure children that can stand only use the lower level. NB: If not permanently set up, furniture or items intended for children to sleep on (such as cots, beds, stretchers, mattresses) and linen/bedding are to be hygienically stored when not in use. See the **Sleeping Children Procedure**
1.2	Identify which adult will be supervising and checking on the sleeping child.
1.3	Record the sleeping child's name and the time the child was put to bed in the Centre's sleep record book or form. This record is kept for at least two years.
2.0	**DURING**
2.1	Do a physical check of the sleeping child at least **every 5-10 minutes. Check for warmth, breathing and general wellbeing.** These checks must be done no matter where the child is sleeping, including baby wearing or being held.
2.2	At each and every check record the time the child was checked in the sleep record book/form and initial.
2.3	Do not give the child any fluids or food while in bed or in any other sleeping or resting-place.
3.0	**AFTER**
3.1	Make sleeping area available for next child's use, by removing the bedding. If planning to use for the same child again store the bedding in a bag/shelf/storage area labelled with their name. Children should not share linen. Used but unsoiled bedding should be laundered at least weekly – follow Laundering Procedure If bedding is wet or soiled a) Gloves may/should be used. b) Clean the mattress cover/protector using detergent, warm water and paper/reusable towels. c) Disinfect the mattress protector using the designated bleach or other approved solution and paper/reusable towels. d) If protective gloves and paper towels were used, dispose of these in the rubbish bin provided. e) Put reusable towels and soiled bedding in a separate bag or container to be laundered. f) WASH AND DRY YOUR HANDS THOROUGHLY.