HEAD START PROCEDURES FOR:
TEACHING AND LEARNING ENVIRONMENT
COMPONENT: CENTER FOR YOUNG LEARNERS

1.0 **Scope: <u>Head Start Performance Standard 1302.31(e)(1) Promoting Learning through approaches to rest</u>**

2.0 **Responsibility**:
 2.1 Teacher
 2.2 Teacher's Assistant
 2.3 ESC Consultant

3.0 **Resources**:
 3.1 Caring for Our Children
 3.2 ESC Consultant
 3.3 Minimum Standards for Child-Care Centers

4.0 **Procedures**:
 4.1 ESC and ISD staff will implement an intentional and age appropriate rest time or nap period at regular times each day.
  4.1.1 Pre-School age children nap time should not exceed 60 minutes.
  4.1.2 Toddler age children nap time should not exceed 90 min.
  4.1.3 Infants must have a supervised nap period that allows the infant to maintain his own pattern of sleeping and waking periods
 4.2 Preschool age children are encouraged, but not forced to rest or nap. Infants not yet able to turnover on their own must be placed on their backs in a face up sleeping position in the infant's own crib. Signs will be placed on the cribs of children who can roll over.
 4.3 Infants are removed from cribs as soon as they wake.
 4.4 Alternative quiet time learning activities are available for children who do not need or want to rest/nap.
 4.5 Mats/Cots will be provided for all students during the resting period.
  4.5.1 Mats/cots should be placed head to toe.
  4.5.2 Mats and cot sheets should be sanitized accordingly.
     See P&P 1302.47(b)(1)(2)(3)
 4.6 Adequate lighting is available so that all students can be seen at all times.
 4.7 Active Supervision is required during this period as teachers should position themselves so that all children are monitored.

5.0 **Associated documents**:
 5.1 Operation Plan

6.0 **Record Retention Table**:

Identification	Format	Storage	Retention	Disposition	Protection
Daily Information Sheet	Paper	Classroom Notebook	7 years	Shred	Locked cabinet
ITERS/Program Quality Assessment (PQA) Report	print/ electronic	File Cabinet/ Google docs	7 years	Shred/ delete	Locked/ Secure server

					Password protected

7.0 **Monitoring**:
    7.1   Classroom Observation
    7.2   Daily Information Sheet (Infant/Toddler)
    7.3   ITERS/Program Quality Assessment (PQA)

8.0 **Revision History**:

Date:	Revision#	Description of Revision
6-2017		New
5-2018	4.1.2, 4.1.3,3.3	Reviewed , changed Toddler age children nap time should not exceed 90 min. "on their backs" Changed "Child Care Minimum Standards" to " Minimum Standards for Child-Care Centers'
6-2019	4.2 6.0, 7.3	Added "Signs will be placed on the cribs of children who can roll over." Changed "ITERS" to "ITERS/Program Quality Assessment"
7-2020	4.1.1	Changed 45 minutes to 60 minutes
4/29/2022		reviewed
12/2022		Reviewed