


Performance Standard:	Subpart D Health Services Program	<h1>INCA Community Services</h1> <h2>Head Start & Early Head Start Policies and Procedures</h2> 
Sub Category:	1302.47(b)(5)(ii) OKDHS Licensing 340:110-3-296	
Policy Council Approval Date:	7/14/18	
Governing Board Approval Date:	7/30/18	
Form:		
Responsible:	Head Start and Early Head Start Teaching staff	
<h2>Rest Time</h2>		
<h3>Policy</h3>		
INCA implements an intentional, age appropriate approach to accommodate children’s need to nap or rest. INCA’s classrooms are full days (open six hours or longer per day), so a regular time every day preschool age children are encouraged but not forced to rest or nap.		
<h3>Schedule</h3>		
<ul style="list-style-type: none">• Rest time is scheduled after lunch.• Rest time is scheduled minimum time of one hour not to exceed two hours.• Once children have rested, they are not forced to remain laying on the cot and are provided quiet activities until rest time is over.<ul style="list-style-type: none">◦ Quiet activities include, books, puzzles, art, and manipulatives.		
<h3>Equipment and Bedding:</h3>		
<ul style="list-style-type: none">• Each child is provided with a cot.• Each child is provided with a cot cover (sheet) and a cover.<ul style="list-style-type: none">◦ Children may bring a cover from home, the cover will be sent home weekly to be washed.◦ Cot sheet/cover is washed weekly.		
<h3>Sleep Environment:.</h3>		
<ul style="list-style-type: none">• Light levels are to be maintained for supervision.<ul style="list-style-type: none">◦ Light enough to see a child’s face.• Children’s head and/or face may not be covered.<ul style="list-style-type: none">◦ If a child covers their head/face the cover is to be removed once the child falls asleep.• Children may not sleep on the floor.• Soothing music or stories may be playing while children are resting.• Cots are to be placed to allow easy access to children by the teaching staff and for safe evacuation during emergency plan procedures.		

- Minimum spacing no closer than 12 inches.
- Head to foot placement is preferred.
- Children need to be where they can be seen.

Supervision:

- At least one teaching personnel will be present in the classroom.
 - Other teaching personnel required for ratios remains in the building on the same floor.
- Children may be soothed by patting on the back.

Training:

- Licensing guidelines are outlined at orientation and reviewed during pre-service training.

Toddlers and Infants

Classroom teaching staff keep the daily routine flexible and individualized for Infant and Toddlers.
[\(See Safe Sleep Policy for Infant and Toddlers\)](#)

Definitions/Acronyms

INCA - Head Start and Early Head Start programs
 HS - Head Start program
 EHS - Early Head Start program
 FEC - Family Engagement Coordinator
 OKDHS - Oklahoma Department of Human Services
 CFOC - Caring for our Children

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency's website @ www.incacaa.org. The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.