**Sleep Letter**

INSERT LOGO and address

Name

Address Line 1

Address line 2

Dear Families and Carers

Our room routines include periods of sleep and rest. The number and length of these periods is based on the average developmental needs of children in the particular room.

As outlined in our Sleep, Rest, Relaxation and Clothing Policy, educators have a legal obligation to ensure children are offered sleep or rest when they need it. However, educators also try to maintain children’s home routines whenever possible, and are mindful of any wishes families express in relation to their child’s sleep or rest patterns. In some cases educators may discuss the implementation of a sleep transition plan with families.

To help educators understand your child’s particular needs for sleep or rest, please answer the following questions:

Child’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your child sleeping in at home? cradle/cot bed

How many sleeps a day (not including 1 2 3 or more

night sleep) does your child have?

How long does your child sleep for? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your child have a comforter/dummy yes no

to help go to sleep?

If yes please provide details \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please describe any particular signs/habits

which your child displays when tired \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please feel free to discuss your child’s sleep or rest needs at any time with educators. You’re also welcome to make an appointment with an educator or me if you’d like to discuss any concerns in more detail.

Kind regards,

<insert name of Nominated Supervisor>

Nominated Supervisor

<insert date>