

# Toilet Training Procedure

(Childcare Centers—SEP10)

This policy applies to all children that are in the process of being toilet trained. The children must be wearing pull-ups or cloth underwear. If a child is wearing a diaper, the diaper must be changed, when soiled, at a diaper changing table.

\*\* If pull-up is soiled with feces go to changing table and follow diaper changing procedure.

**Note:** If the care room is a room that does not have a changing table (usually care rooms with children between the ages of 3.5 and 12) use a 2-inch thick non-absorbent mat in the restroom, if needed).

1. Gather supplies.

2. Take the child to the restroom.

3. Put on gloves.

4. Remove any soiled clothing and place in a plastic bag. If pull -up, place in a covered trash can. \*\* Always store soiled clothing out of reach of the children.

5. Clean the child using clean wipes.

6. Place the soiled wipes and gloves in a covered trash can that is located in the restroom or next to the restroom door.

7. Wipe your hands.

8. Allow the child to use the toilet.

9. While you are in the restroom place a clean pull-up on the child.

10. Allow the child to wash their hands in accordance with the handwashing procedure.

11. Return the child to the classroom.

12. Clean the toilet used and any other soiled surfaces with soapy water and then spray the soiled surface with an approved disinfectant. Allow the disinfectant to air dry for 2 minutes and then wipe the surface dry.

13. Wash your hands.



## Supplies Needed

- Trash can with lid
- Soapy water in a spray bottle
- Approved Chlorine Disinfectant
- Wipes and Gloves
- Extra Clothing for child (if needed)
- A plastic bag for soiled clothing (if needed)
- Two-inch non-absorbent mat (if needed)