

HEAD START TOILET TRAINING POLICY

Policy Number: ED9806	Effective Date: 11/18/98	Policy Council Approval Date:	Revised 08/03/10; 7/22/14; 6/8/17
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PERFORMANCE OBJECTIVE: Appropriate toileting, hand washing, and diapering procedures are followed. 1302.47(b)(6)

All centers will follow standard and uniform procedures for toilet training in cooperation with parents. General health and sanitation procedures will follow Child Care Licensing regulations.

OPERATIONAL PROCEDURE:

1. Prior to the first day of the child attending Head Start staff will discuss toileting habits with parents; this information may be obtained at enrollment and/or the initial home visit.
2. Children will not be punished, berated or shamed in any way for soiling their clothes. Praise and positive guidance techniques will be used.
3. Parents will provide extra clothing for his/her child in case the child accidentally soils him/herself.
4. Wet or soiled clothing will be changed promptly. All soiled clothing will be placed in an individually labeled airtight plastic bag, tied securely and sent home with the child.
5. All fecal matter and clean-up materials will be placed in a hands-free trash can located inside the bathroom. **IF** the trash can becomes full or begins to smell its contents must be taken to the outside receptacle as soon as possible.
6. Staff and child will wash their hands with soap and running water after toileting and/or assisting a child with toileting.

HEALTH AND SANITATION PROCEDURES:

1. All centers will have a designated changing area with running water in close proximity.
2. Staff will wear disposable gloves when assisting and use disposable tissues or wipes to cleanse the child.
3. Toileting area will be cleaned and disinfected using the 3-Step sanitation method including the floor if soiled pull-up or underwear touches the floor.
4. The toileting area and hand washing area will be separate from any food service and any food-related materials.
5. Staff will teach children to wash their hands using soap and running water after toileting. Hand washing procedures will be posted.

STAFF RESPONSIBILITIES:

1. All center staff involved with child care responsibilities will be expected to assist with changing the child.
2. Administrative personnel may be asked to assist in the classroom when appropriate to keep the correct adult/child ratio.
3. Staff will be respectful of each family's culture and home traditions when encouraging toilet training.

PARENT RESPONSIBILITIES:

1. Parent/s must be willing to meet with staff to discuss toileting progress and/or concerns.
2. Frequent communication must take place by phone, notes and/or home visits between parents and staff to track progress.
3. Parent/s must show willingness to do their part and cooperate with staff as described in the Individualized Toilet Training Agreement if no progress is made within 4 weeks.

CHALLENGING SITUATIONS:

1. If problems in parent follow-through are observed, the Teacher and/or FRS must attempt to model or otherwise explain and follow up on activities required of parent/s.
2. If no progress in toilet training is noted after four weeks, a Home Visit will take place with the FRS, Teacher and parent/s to complete an Individualized Toilet Training Agreement. *(FRS will enter documentation of visit in Child Plus and file the Individualized Toilet Training Agreement in child's file)*
3. There are times when difficult situations may arise with families. Based on the circumstances involved, Head Start may adjust or modify these procedures to best meet the needs of individual children and families.