

Toileting Policy

Reason this policy is important: Toileting is one of the first self-help skills children learn. It is also a time in which sanitary procedures and personal hygiene are very important to reduce the opportunity for germs to spread that may cause illness for staff and children.

Procedure and Practices, including responsible person(s):

- Toilets are close to play areas and open to children who are potty trained and in training at all times.
- There are enough toilets and sinks for all children present (recommended child/sink/toilet ratios: 1:10 preschool, 1:15 school age).
- There is at least one garbage can in the bathroom with a foot-operated lid.
- The toilets/sinks are child size or adapted so the child can have easy access to the toilet/sink with a non-slip step stool and/or modified toilet seat.
- The toilets will be visibly clean and separate from children’s activity area.
- _____ (staff title/name) will make sure the toilets are cleaned/sanitized when visibly dirty and daily and assure toilet paper, soap and paper towels are always available within easy reach of all users.
- Staff will assure that all children wash their hands properly after toileting (see Hand Washing Poster).
- Staff will use proper hand washing procedures after helping children in the bathroom.
- Potty chairs will not be used because of risk of spreading germs that cause diarrhea. Instead, toilet seat adapters or child size toilets will be used to make sure the children are comfortable.

When the policy applies: When any child is using the toilet.

Communication plan for staff and parents:

- Staff and volunteers will receive a written copy of this policy in their orientation packets before beginning work at the center.
- Hand washing poster posted in bathroom.

References:

CARING FOR OUR CHILDREN, National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Programs, 2nd Edition. American Academy of Pediatrics, American Public Health Association, and U.S Department of Health and Human Services. 2002 <http://nrc.uchsc.edu/CFOC/>

Managing Infectious Diseases in Child Care and Schools, A quick reference guide. American Academy of Pediatrics, 2004.

Reviewed by: _____ Director/Owner
_____ Health Professional (physician, nurse, health department, EMS, Health consultant)
_____ Staff member
_____ Other (parent, advisory committee, police, CPS)

Effective Date and Review Date:

This policy is effective _____ (date) and reviewed yearly _____ (date) or as needed

*This format is adapted from and used with permission of: National Training Institute for Child Care Health Consultants, UNC, 2000.