



TOILETING and DIAPERING POLICY

Royal City Cooperative Preschool recognizes that children develop at their own unique pace. We believe children should not be excluded from activities because of their level of ability. Therefore, Royal City Cooperative Preschool does not require children to be toilet trained prior to their attendance in our program. If toilet training has been initiated at home, every effort will be made to continue in the preschool environment after discussion with the child's parent or caregiver. Staff also recognize and respect the diverse styles of toileting children based on religious or cultural practice.

A. Untrained Children

In accordance with the Child Care and Early Years Act 2014, a sanitary procedure for changing diapers is in effect and will be followed (see Diaper Changing and Toileting Procedure). Please send extra diapers and wipes to use for your child and leave in the child's back pack.

B. Newly Trained Children

1. Parents are asked to toilet their child prior to class to ensure that they are clean and dry.
2. To encourage children to gain independence and take responsibility for self dressing, parents are asked to dress children in easily managed clothing.
3. To ensure continuity, as often as possible staff will utilize the toileting schedule currently practiced at home.
4. Staff will observe the child throughout the program and will offer opportunities for the child to use the toilet if it appears they may need to eliminate.
5. Parents are asked to send the following with their child on a daily basis:
 - a. extra underwear
 - b. extra change of clothes
 - c. diaper wipes
 - d. plastic bag for soiled items

C. Fully Trained Children

1. Parents are asked to toilet their child prior to class to ensure they are clean and dry. Parents may send extra clothing as they feel necessary.
2. To encourage children to gain independence and take responsibility for self dressing, parents are asked to dress children in easily managed clothing.
3. Children in this category are generally expected to go to the washroom whenever they feel the need, although staff will remind the group while washing up for snack time and before outdoor play.

D. Mishaps

1. Mishaps do occur and parents can assist staff by ensuring there is extra clothing provided for their child. A loss of control often occurs when children have not yet acquired complete control, are new to the program, are overly fatigued, or are feeling unwell. Staff recognize that children are often humiliated by wet or soiled clothing, and are sensitive to this by changing them in a quiet place without shaming or disgust.

DIAPER CHANGING AND TOILETING PROCEDURE

Diaper Changing Procedure

1. Wash hands with soap and water before each change.
2. Take child and their back pack that has their personal diapering supplies in it.
3. Put on a pair of disposable gloves located in the supply basket if you choose.
4. Hold child away from your clothes as you place child on change pad. Remove diaper.
5. Clean child's skin with moist disposable towelettes, wiping from front to back removing all soil taking time not to forget the skin creases.
6. Wipe hands clean with towelette.
7. Diaper and dress the child. Once the child is fully clothed you may hold him/her.
8. Wash child's hands and set child down off of changing area.
9. Clean change table by wiping with disinfectant wipe and spray with disinfectant. Or use **two** lysol wipes.
10. Dump soil from diaper into toilet if possible. Avoid splashing. Deposit soiled diaper and disposable materials into a plastic bag and then into Diaper Genie container in classroom by the laundry tubs.
11. If clothes are soiled with stool, dump soil into toilet, place soiled clothes in a plastic bag and return to child's parent at pick-up. **DO NOT WASH OR RINSE OUT CLOTHES THAT ARE SOILED BY STOOL.**
12. Wash your hands with soap and water.
13. Return to classroom with the child, depositing the back pack on their hook first.

NOTE: Wearing disposable gloves does not eliminate the need for thorough hand washing. Hands must be washed BEFORE and AFTER the diaper change.

Toileting Procedure

1. Children may access the toilet any time they feel it necessary.
2. Staff will accompany children any time they leave the room to use the toilet.
3. The washroom door will remain open while a preschool child is in the washroom.
4. Staff will remain in the hallway, near the door, and will not enter the washroom unless the child asks for assistance.
5. Children will be strongly encouraged to follow all hygiene protocols before leaving the washroom, (eg. flushing, hand washing).
6. Staff will follow all hygiene protocols when assisting children in the washroom.
7. Staff will provide regular opportunities for all children to use the toilet before snack and outdoor time.
8. Staff will clean and change children as required. To respect the child's privacy, this will occur in the washroom with only the staff member and child present. The washroom door will remain open at all times. Staff will be as efficient and quick as possible.