

Office of Early Childhood Education

Toileting Guidelines and Resources

Prekindergarten children come to school at varying levels of development. This is especially true for students with disabilities. ***Children cannot be denied entry to or removed from any prekindergarten program if they have not yet mastered all of their developmental milestones.***

The paraprofessional is responsible for changing diapers and helping children after bathroom accidents as necessary. All paraprofessionals involved in diapering and helping children after accidents must receive OSHA Bloodborne Pathogen Training and the Hepatitis B vaccine free of charge.

The following toileting guidelines and resources can assist you in helping children learn how to go to the bathroom successfully and independently.

Learning to use the Bathroom

- All staff members are involved in helping a child learn how to use the bathroom.
- Be patient, consistent, positive, and use praise to help children become successful.
- Some children, especially students with disabilities, may benefit from more targeted reinforcement strategies (e.g. stickers on a chart, positive notes home).
- Toileting routines at home and school should be as similar as possible. It is important to have frequent, open communication with families about toileting progress.
- Students with disabilities may obtain toileting milestones later than their typically developing peers and require more frequent reminders and additional supports to encourage success.
- All children need visual (e.g. picture cards, posted schedules) and/or verbal (e.g. cue words) reminders about using the bathroom. This is especially true for students with disabilities.
- Leave the door ajar and have a staff member assist, as needed. Students' privacy should still be maintained.
- All children should be taught how to correctly wash their hands after using the bathroom. Visual (e.g. picture prompts) and/or verbal (e.g. songs) may be helpful with this.
- All children need to wash their hands immediately by:
 - using running water and liquid soap;
 - scrubbing all parts of their hands;
 - rinsing the soap off;
 - drying with a paper towel; and
 - using the paper towel to turn off the faucet.

Cleaning up after Toileting Accidents

- Children should never be reprimanded for having an accident.
- Accidents should be treated as teachable moments for children, and indications to staff that they need to increase the frequency of reminders and trips to the bathroom.
- All staff members assisting with accidents must follow the universal precautions that are prescribed for health care workers.
 - Appropriate supplies (e.g. disposable gloves, bleach, non-scented/non-allergenic wipes, mild soap) should be used when cleaning up accidents.
 - All staff members must wear disposable gloves when changing children's clothes or diapers.
 - Diluted bleach and water should be used to clean up any areas infected. Use a spray bottle with one quart water and a capful of bleach or ¼ cup of bleach per one gallon of water. If you can smell the bleach you know you need more water.

- Mild soap and water or non-scented wipes should be used to clean the child.
- The child must put on a clean set of clothes, including underpants.
- Assist the child in putting on clean underpants, as needed.
- Demonstrate and help the child wash their hands as described above.

Additional Resources to Support Toileting

- Resources for families and caregivers
 - Contact the child's pediatrician for medical advice on how to proceed with training at the preschool age
 - *Creative Curriculum for Infants and Toddlers with Trainer's Manual - Revised Edition*, Chapter 12, Diapering and Toileting Pages 179-189, Excellent Checklist on Page 358-359
 - *Prime Times: A Handbook for Excellence in Infants and Toddlers Programs*, Jim Greenman and Ann Stonehouse -Chapter 10
 - *Mommy! I have to go Potty! A Parent's Guide to Toilet Training* by Jan Faull
 - *Toilet Training in Less Than a day* by Nathan Asrin
 - *Keys to Toilet Training* by Meg Zweibach
 - *The Program for Infant-Toddler Care* at www.pitc.org
- Books for Children
 - *Once Upon A Potty (boy)* by Alona Frankel published by Israel: Harper Collins, 1979
 - *Once Upon A Potty (girl)* by Alona Frankel published by Israel: Harper Collins, 1979
 - *Everyone Poops* by Taro Gomi published by Kane/Miller 2001
 - *On your Potty* by Virginia Miller published by Candlewick Press 1998
 - *PJ and Puppy* by Cathryn Falwell published by Clarion Books 1997
 - *Lift the Lid, use the Potty* by Annie Ingle published by Random House 2001
 - *My Big Boy Potty* by Joanna Cole published by Tien Wah Press: Harper Collins 2000

If you have additional questions about toileting in pre-kindergarten, please contact the Office of Early Childhood Education at earlychildhood@schools.nyc.gov or 212-374-0351.