

---

**Subject: Toileting Procedure**  
**Source: Performance Standard 1304.22**

---

**Policy**

- Restrooms will be kept sanitized and visibly clean throughout the day and accommodations will be made for each child's individual hand washing and toileting needs.

**Procedure**

- Restrooms will have sinks with warm, running water and at least one child-size toileting stall.
  - Restrooms will remain free of odor absorbing devices that are within reach of children (because they are toxic).
  - Restrooms will be supplied with paper towels, toilet paper and liquid soap, and a step stool (if needed) to allow children to wash their hands after toileting.
  - Accommodations will be made for any children with special needs.
  - To prevent disease transmission, portable potty chairs will not be used.
  - Teachers must have a system in place to allow a teacher or volunteer to accompany children to the restroom.
  - Toilet paper and holders, paper towels and soap dispensers will be available and within easy reach of *all* users.
  - All children are to wash their hands after using the restroom.
  - Staff will monitor toileting areas to insure that proper hand washing and safety is maintained in the restrooms.
  - If a child needs assistance with cleaning themselves after an accident involving a bowel movement, baby wipes may be used and discarded into a bag. (Teachers are to wash their hands after assisting the child in cleaning him/herself.)
-