PERFORMANCE OBJECTIVE:
Allow and enable children to independently use toilet facilities when it is developmentally appropriate and when efforts to encourage toilet training are supported by the parents. 1304.21(a)(1)(v).

Hygiene: Staff, volunteers, and children must wash their hands with soap and running water at least at the following times: after diapering and toilet use and whenever hands are contaminated with blood or other bodily fluids. 1304.22(e)(1)(i)(iii)

Staff and volunteers must also wash their hands with soap and running water: after assisting a child with toilet use. 1304.22(e)(2)(iii).
Toilet training equipment is provided for children being toilet trained. 1304.53(a)(10)(xv).

OPERATIONAL PROCEDURE:
1. Family Advocates will discuss with parents the signs of toilet readiness utilizing the HELP handout, Am I Ready to Begin Toilet Training?
2. No effort should be made to toilet train a child until the parents and provider agree on when to begin.
3. Once a determination has been made that the child is ready for toilet training, a routine for toilet training will be discussed with the parents so the same method will used at facility and child’s home.
4. Children will not be punished, berated or shamed in any way for soiling their clothes. Praise and positive guidance techniques will be used.
5. The parents will provide extra clothing for his/her child in case the child accidentally soils him/herself.
6. Wet or soiled clothing will be changed promptly.
7. Wet or soiled clothing will be placed in individually labeled plastic bag and sent home with parents.
8. Staff and child will wash hands with soap and running water.
9. Toilet inserts and step stool will be utilized.

HEALTH AND SANITATION PROCEDURES:
1. Disposable tissues or wipes will be used to cleanse the child.
2. Staff will wear disposable gloves, if assisting.
3. The toileting area will be cleaned and disinfected using the 3-Step sanitation method. Including the floor if soiled Pull-up, diaper 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. Caregivers will wash their hands with soap and running water after toileting or assisting a child with toileting.
6. Caregivers will teach children to wash their hands using soap and running water after toileting.
7. Hand washing procedures will be posted.

**REFERENCE SOURCES FOR STAFF AND PARENTS:**
1. The Infant Toddler Environmental Rating Scale handout on the procedures of hygiene and sanitation in conjunction with toilet training.
2. HELP at Home Handouts:
   - Am I Ready to Begin Toilet Training?
   - Introducing Toilet Training
   - Toileting- Establishing Daytime Control
   - Taking More Responsibility with Toileting