

Big Sandy Area C.A.P., Inc. – HEAD START  
Program Policies and Procedures

## Toileting

### POLICY:

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

*. This policy relates to Head Start Performance Standards 45 CFR Part 1304.22*

### PROCEDURE:

1. Bathrooms/toilets for use by the children will be within or immediately adjacent to the classroom whenever possible.
2. All bathrooms will have a sink with running warm water. Water heater/pipes will be regulated to ensure that water temperature does not exceed 110 degrees Fahrenheit.
3. Bathroom fixtures and accessories, including toilets, sinks, mirrors, soap & paper dispensers, will be child-sized and appropriate to the age and height of children whenever possible.
4. All surfaces in bathroom will be cleaned and sanitized daily.
5. Bathrooms will be supplied with paper towels, toilet tissue, and liquid soap within reach of the children.
6. Toilets will be adapted for independent use by the children. A *non-slippery plastic* stool to step up to the toilet and/or sink, and a *toilet seat adapter* may be used.
7. Potty chairs *will not* be used unless a child's condition is such that other adaptations will not safely accommodate the child. In the event a portable potty chair is necessary, the following guidelines apply:
  - a. The potty chair will be individually assigned and used only by that child.
  - b. Potty chair frames will be made of a continuous surfaced, smooth, non-porous material. Wood frames are not recommended.
  - c. Potties will be used and stored only in the toilet area.

- d. Cleaning and sanitation of potties will be done in a utility sink.
- e. After each use of the potty chair:
  - . Empty contents into the toilet
  - . Rinse potty in the utility sink
  - . Wash all parts of the potty chair with soap and water using disposable towels
  - . Empty soapy water into the toilet
  - . Spray with bleach solution
  - . Air dry
  - . Wash and disinfect sink
  - . Wash hands
  
- 8. Teachers must have a system in place for knowing when children go and return from the bathroom.
  
- 9. Children who require assistance will be accompanied to the toilet by a staff member.
  
- 10. Staff will monitor toileting areas to ensure that proper hand washing and safety is maintained.
  
- 11. In the event that a child has an accident and visible body fluids are present, staff must wear disposable gloves and wash hands after assisting the child with cleaning themselves and sanitizing toilet, sink, floor, etc. soiled with body fluids.