

### **Public School Toileting Policy**

**Jonesport School Department will not refuse entrance into a public school to a child who is toilet trained.**

- **No child shall be punished for soiling, wetting, or not using the toilet.**
- **Jonesport School Department must adopt sanitation and hygiene procedures for assisting with toileting and/or diapering that adequately protect the health and safety of children and staff.**

**The following conditions shall be included in said policy:**

- ✓ Staff, volunteers **and** children shall wash hands with soap and running water after assisting with toileting and/or diapering.
- ✓ Children in soiled or wet clothing and/or diapers shall be changed on a washable vinyl table or mat that is cleaned and sanitized after each use or has a disposable single use cover.
- ✓ Any materials used for cleaning/changing (including any diapers and diapering materials) shall be discarded in a covered, lined; foot-pedal operated step can separate from other trash or garbage. Discarded materials shall be disposed of on a daily basis.
- ✓ Toileting and diapering areas shall be separated from areas used for cooking, eating, or children's activities.
- ✓ Potty/toileting chairs should not be used. The only exception will be for an individually assigned potty that is used and stored only in the toilet room; and after each use by the individual child to whom it is assigned, a designated individual shall empty the potty into the toilet, and clean and disinfect the potty. A utility sink shall be designated for cleaning and sanitizing potties and be used for no other purpose.
- ✓ Soiled clothing will be discreetly returned in plastic bags to the parent or guardian.

**Jonesport School Department will work in the following ways to address toileting issues:**

- **Develop a plan for toilet training**
  - ✓ A school nurse, home-school liaison, teacher or representative(s) from an outside agency that may be involved with the child can work directly with the parent to develop a plan for toilet training at home and school.
  - ✓ If it is possible to have a home and school plan, develop an in-school plan for toilet training.
  - ✓ If the child attends another out of home care setting, in addition to public preschool, be sure to include all teachers/family providers in the conversation and plan.
  - ✓ Build communication between parties into the plan, as well as contingency planning to review or revise a plan that is not effective
  - ✓ The parent/legal guardians are required to supply clean clothes, pull-ups, disposable diapers and have ample supply in the school.
- **Communicate with the family to establish whether there are medical needs involved.**
  - ✓ If there are medical needs, work with the family using a medical plan of care to support the child
  - ✓ Parents will be asked to sign a permission to toilet form authorizing the school to follow the procedure for toileting.

Legal Reference: Rules for Child Care Licensing 10-148CMR 16.1.8, 22.5.2, 22.5.4, 22.5.5 and 22.5.7  
HS Performance Standard 1304.22 (e)(5) and 1304.53(a) 10(viii)  
HS Performance Standards 1304.22 (e)(1)(i) and 1304.22(e)(2)(iii)  
HS Performance Standards 1304.53 (a)(10)(xiv)  
NAEYC Standard 5.A.09 and 5.A.08  
ECERS-R 12.1.13/12.3.3  
Guidance from the American Academy of Pediatrics

Adopted: April 03, 2014