**Toileting**

For children under 30 months-

Diapering procedure:

* Put on disposable gloves
* Place the child on diapering surface and unfasten diaper.
* Clean the child’s diaper area with disposable wipes. Always wipe front to back!
* Keep soiled diaper/clothing away from any surfaces that cannot be easily cleaned. Securely bag soiled clothing.
* Place used wipes in the soiled diaper.
* Discard the soiled diaper and wipes in the trash can.
* Remove and discard gloves.
* Put on fresh gloves.
* Slide a fresh diaper under the child.
* Apply diaper cream, if requested and provided by the parent, with a tissue or a freshly gloved finger.
* Fasten the diaper and dress the child
* Wipe up any visible soil with damp paper towels or a baby wipe.
* Wet the entire surface with disinfectant and wipe it clean.
* throw away the gloves and wash hands with soap and water.

The staff works with the families to begin toilet training. This procedure is discussed with the manager and a plan is followed according to this discussion.

For children aged 3-5 yrs-

Staff supervises children in the bathrooms when possible. Send only one child to the bathroom when an adult is not able to stand at the door. When a child requires help toileting (wiping), parents are to supply flushable wipes and staff will assist wearing gloves. Any accidents involving feces or urine, are cleaned by staff using gloves and a disinfectant. Children do not clean any fecal or urine accidents. All soiled clothes are bagged and sent home to be laundered.