



Early Childhood Division- Pre-K

Standard Operating Procedure

1. Area of Focus – TOILET TRAINING

2. Scope

Promote the self-sufficiency of children

3. Prerequisites

NA

4. Responsibilities

Teacher
Classroom Assistant
Family Engagement Specialist
ERSEA Manager
Health Services Advisor

5. Procedure

- A. Ideally, children should be potty trained when they enter the program. However, children cannot be denied enrollment into the program if they are not potty trained.
- B. Teachers and teacher assistants should keep the following in mind as they are assisting children with toilet training:
 - Any physical or medical reason the child might have which results in difficulty learning toileting skills
 - Child's ability to communicate the need to go to the toilet in some recognizable way
 - Child's ability to unfasten/unzip and pull down/pull up pants or underwear
 - Modify clothing to make toileting easier
 - What needs to be done to ensure that toileting experiences are consistent in each environment throughout the child's day?
- C. Teaching staff and family service workers should work together with parents to assist children who are not toilet trained to achieve it.
- D. Teaching staff should document all toileting incidents as students are being potty trained and call parents at the time of all incidents.



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- E. At no time should students be allowed to remain in soiled clothes. All students should have a change of clothes requested to remain on site.
- F. When feasible, staff should request a second person (floater, office staff, colleague, etc.) present when having to change students.

6. *References*

- Shelby County Schools Board of Education Policy 6043 Healthcare Management
- Head Start Performance Standards Subpart D- Health Program Services 1302.47
- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.09 section 6 and 0520-12-01-10 section 17

7. *Definitions*

- NA