THE SCHOOL DISTRICT OF PHILADELPHIA

Office of Early Childhood Education
Prekindergarten Programs
Suite 170
440 North Broad Street
Philadelphia, PA 19130

Toilet (Potty) Training Agreement

Reason this agreement is important: Learning to use the toilet is a big event in a young child's life. Because toilet training is a complex process, there are many issues PreK staff and families must consider before and during the process of toilet training for it to be a successful experience for everyone.

Procedure and Practices, including responsible person(s):
When a parent and PreK staff believe a child is ready for toilet training (generally between 2–4 years of age), both the parent and caregiver will fill out an information sheet. (Toilet training checklist) _____ (staff title/name) is responsible for reviewing checklist and establishing communication with the family.

How to tell if a child is ready? If the child:

- Follows simple directions
- Remains dry for at least 2 hours at a time during the day.
- Dry after naptime.
- Regular and predictable bowel movements. (Some may have bowel movements every day, and some may have gone 2-3 days)
- Walks to and from the bathroom, pulls down own pants and pulls them up again.
- Seems uncomfortable with soiled or wet diapers
- Seems interested in the toilet.
- Has asked to wear grown-up underwear.

If the child has most of these skills, then they are probably ready to start toilet training. If they do not have most of these skills or have a negative reaction to toilet training, wait a few weeks or months until most of the skills are checked off. Starting too soon can actually delay the process and cause tears and frustration. Toilet training is much easier when the child is ready.

Sanitation and Safety:

- Child-sized toilets or modified toilet seats with a step stool are recommended. Potty chairs are not recommended to be used in the PreK setting because sanitary handling of a potty chair is difficult.
- The toilet and equipment should be cleaned with soap and water and disinfected with bleach solution (1/4 cup bleach to 1 gallon of water) or any approved disinfectant when the seat or area is visibly dirty and at least once daily.
- Wet or dirty clothes should be placed in a plastic bag that can be sealed tightly. Rinsing is discouraged because there is more of an opportunity to contaminate hands and other surfaces. Each child should have a complete set of extra clothes at school.
- Encourage children to wipe from front to back.
- PreK staff and children should properly wash hands after toileting, helping with toileting, cleaning areas, and handling contaminated items.

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Toilet Training Techniques:

- A calm, easy-going approach works best.
- PreK staff will learn the words the child's family uses for body parts, urine and bowel movements to be consistent with what the child is doing at home. Also, consult with family about strategies used at home so the process is consistent. (checklist)
- Toilet training involves many steps (discussing, undressing, going, wiping, dressing, flushing, hand washing) to reinforce the child's success at each step.
- Help children recognize when they are urinating or have a bowel movement. They must be aware of what they are doing before they can do anything about it.
- Children should be shown how to use the toilet by watching other children who are trained or discussing each step and practicing each step without actually using the toilet. (Example: have a child sit on a toilet dressed, flushing the toilet).
- PreK staff should include toilet training in the daily routine, such as reading books, songs, and games that reinforce the skills needed to toilet train.
- Encourage parents to dress children in easy-to-remove clothing to help children be successful in undressing and dressing.
- When a child is giving the signs of having to use the toilet or tells you they have to use the toilet, take the child in, help undress them, and sit on the toilet. Sit by the child for a few minutes. Try not to push for immediate results. After a few minutes, help the child with the rest of the routine and give praise for the effort or any successes they had.
- Never force a child to sit on the toilet against their will or for long periods if they do not want to. This could set up a power struggle and negative feelings toward toilet training.
- Never punish for accidents. Occasional accidents are normal. Clean and change the child immediately. Be positive and reassuring that they will be successful. Punishment does not make the process go faster and may delay it.
- Supervise children during toilet training.

Some children with special needs may need additional help and strategies to create a successful toilet training experience. Help will be sought from health professionals and support personnel.

References:

https://kidshealth.org/en/parents/toilet-teaching.html

Parent: _____ Date:_____

Staff: _____ Date:_____

Review: _____ Date: _____