



Toilet Training Guidelines for 3-5

1. The Customer Resource Specialist will notify Education staff, as soon as possible, concerning any children not toilet trained at the time of enrollment.
2. Every effort should be made to meet with these families, for their First Home Visit, prior to the beginning of school.
3. During the First Home Visit, Education staff and the Customer Resource Specialist will work with families and complete the CAPNEMO Toilet Training Worksheet.
4. Use the CAPNEMO Toilet Training Worksheet to guide discussions on resources available for parents, various methods of toilet training, and the importance of collaboration. Education staff should be clear concerning Head Start Toilet training expectations and the staff's support of the parent's plan for toilet training (what Head Start can do and what Head Start cannot do in regards to toilet training). Education staff can discuss positive reinforcement techniques, like verbal praise and hugs. Tangible reinforcers, such as stickers, may be used as a last resort and upon discussion and approval of all parties involved. Negative punishment, for accidents, is absolutely forbidden. Using diapers at school is in violation of licensing regulations, but "pull ups" are acceptable. A supply of extra clothing needs to be provided by the parents. Use the worksheet as a way to support parents or identify ways in which Head Start will successfully help their children use the toilet independently.
5. Tell parents that the staff will observe the child for the first week of school. All involved parties will then meet again to develop a toilet training plan. During the week of observation Education staff will document, on the CAPNEMO Head Start Toilet Training Daily Recording form, any relevant information concerning the child's toileting behaviors.
6. After the child has completed the first full week of school, Education staff, Customer Resource Specialist, and parent/guardian(s) will complete the CAPNEMO Head Start Toilet Training Plan of Action form. All individuals will come to agreement on how the child will be assisted, reminded, and reinforced throughout the toilet training process.
7. Plan to meet regularly (every 4 to 6 weeks) to discuss the toilet training progress or until independent toileting is achieved.
8. During the follow-up meetings update the CAPNEMO Head Start Toilet Training Plan of Action if necessary. Continue strategies which appear to be successful. Identify new/different approaches to try with, or in place of, unsuccessful techniques.



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Daily Routines and Documentation:

Ask child to try to go the bathroom during these segments of the daily classroom routines:

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| Upon arrival at the center | Before going on a field trip |
| Before hand washing/Breakfast | Before hand washing/Lunch |
| During free play time | Before outside time |
| After nap time | During outside time |
| Before going home | Before hand washing/PM snack |

If the child asks to go to the bathroom, praise him for remembering and let him go, even if it's in the middle of group or during nap.

Place the child's CAPNEMO Head Start Toilet Training Daily Recording form where it will be easy to record, but still confidential. Make sure to record child's toileting efforts daily.

Communicate with parents daily/regularly concerning their child's progress both at home and at school.