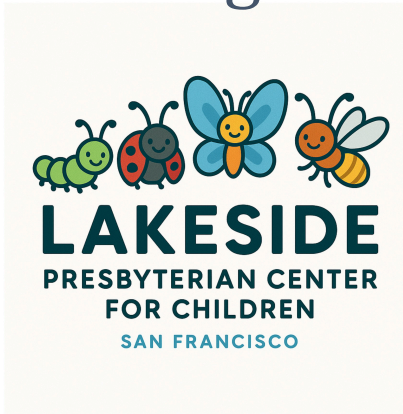


Potty Training Guidelines



There are several reasons why the children at Lakeside must be potty trained before they begin preschool. To begin, there are strict state licensing regulations for changing and disposing of wet or soiled diapers and clothes. In addition, the classrooms and bathrooms are not equipped for diaper changing. Finally, when an adult is busy changing a child's diaper or soiled clothing, it is taking away from learning time for all students as it removes an adult from the direct supervision of and interaction with the rest of the class.

We understand that even potty trained children will occasionally have toilet accidents. By definition, accidents are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change clothes, encouraging independence as much as possible.

When determining whether a child is fully toilet trained, in addition to the number and frequency of accidents, Lakeside may consider any of the following skills that a fully toilet trained child should exhibit:

- Communicate to the adults that they need to go to the restroom before they need to go.
- Alert themselves to stop what they are doing, to go and use the bathroom.
- Pull down their clothes and get them back up with little assistance.
- Wipe themselves after using the toilet with little assistance.
- Get on and off the toilet by themselves.
- Wash and dry hands.
- Postpone going if he or she must wait for someone who is in the bathroom.
- Awaken during nap time should he or she need to use the bathroom.

We make a point of asking every child many times throughout the day, and always before nap time, if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toilet activities independently.

It is not uncommon for a child who is fully toilet trained to have a setback when they are in a new environment. Lakeside staff are aware of this and will assist the children when necessary. At the start of the school year (or upon starting at Lakeside at any point during the school year), please dress your child in clothing that can be undone and changed easily. Please send a complete change of clothes appropriate for the season. These extra clothes will be left at school in case of accidents, and returned at the end of the school year. Parents will be notified if a child has a toilet accident.



When a child has an accident at school, the teacher will:

- 1 Bring the child to use the bathroom
- 2 Remove all soiled clothing and bag it (if the underwear is fully soiled, the teacher may dispose the underwear)
- 3 Assist the child to clean themselves
- 4 Record the accident on the accident log in the office
- 5 Store the bagged soiled clothing in the child's cubby
- 6 Notify the parents on the phone when the child has loose stools or when multiple accidents have occurred in a single

In the event of loose stools or multiple bowel movement accidents occurring the same day, the teacher may suggest to the parents to seek medical attention.

We understand that each child arrives at this milestone differently, therefore we will allow until the end of the first month of enrollment for your child to demonstrate accomplishment of this goal. However, if the situation is not manageable within the classroom environment, we will discuss the issue with the parents and reserve the right to suspend attendance of the child at any time.

If your child is not completely potty trained as described above, the following options are available:

- 1 You may withdraw your child from the preschool and place their name on the wait list for the next enrollment opportunity. Registration and supply fees and first month's tuition are non-refundable; however, if your child is re-enrolled in our program at a later date during the same school year, you will not be charged these fees again. If you choose this option, we cannot guarantee that a space will be available upon your child's return; OR
- 2 You may pay full tuition to hold your child's spot (through the end of the second month) until potty training has been completed. A child will not be considered fully potty trained for our preschool program if the child continues to have toilet accidents after the end of the first month of re-enrollment.

After the end of the first month, the parents will be notified with the understanding that if the issue isn't corrected, the child will have to stay home until they are completely potty-trained. Tuition will not be pro-rated during this time. Parents should contact the enrollment coordinator to facilitate the child's re-enrollment in school.