

Chapelwood School for Young Children Potty Training Policy & Agreement  
for 3's and Pre-K Classes  
2023-2024

Potty Training Policy for Chapelwood School for Young Children is to serve children from the ages of 3 to 5 years. Children in the 3-year-old classes and up must be fully potty trained to attend Chapelwood School. It is important for parents to understand the need for all children to be potty trained in the 3's, 3.5's, and Pre-K age levels. Your adherence to this policy helps ensure a positive school experience for your child and the other children in their class. You must agree to the following for your child to be accepted at Chapelwood School for Young Children in these age levels.

**Your child is considered potty trained if he/she is:**

- Able to tell the teacher he/she needs to go the bathroom before they go.
- Able to go to the bathroom on his/her own. This includes being able to remove clothing, sitting on the toilet, wiping himself/herself, putting clothing back on, flushing the toilet, and washing and drying his/her hands.
- Is aware of the need to use the toilet without reminders from the teachers (although, teachers do make requests of children at various times of the day, for example, before or after meals, before naptime, and before going out to the playground, etc.).
- wearing regular underwear. Diapers/pull ups not allowed.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These 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 toileting accident.

We understand that each child arrives at this milestone differently and accidents happen, therefore we will allow 4 weeks from the first day of school 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 such time. A child will not be considered toilet trained for our preschool program if the child continues to consistently (more than once a month) have toileting accidents after the first 4 weeks of school.

After the first 4 weeks of school, the following policies will be in place for children who have accidents:

- If two or more accidents occur in one month, the parents will be notified with the understanding that the issue needs to be addressed and corrected.
- If three or more accidents occur in one month, the parents will be notified with the understanding the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- If multiple accidents occur in one day or week, the parent will be notified, and the child will have to stay home at least one week or longer until he/she is completely toilet trained.
- Naptime accidents only will be handled separately, and teachers will work with parents to come up with solutions.

Please note that this policy is not in place to shame or punish a child or inconvenience primary caregivers. Our 3, 3.5, and PreK classes are not equipped for diaper changing or toilet training. Properly cleaning accidents in the preschool setting is time consuming. The time that teachers spend attending to and cleaning accidents is time away from other children and not facilitating the curriculum in a safe manner. This is neither fair to your child or to the other children. This policy is intended to ensure the safety and happiness of all children and staff at Chapelwood School.

I (we) have fully read and understand the policy of Chapelwood School for Young Children on potty training and will comply with those requirements.

Thank you for your cooperation and understanding.

Child's Name: \_\_\_\_\_

Parent/ Guardian Signature(s): \_\_\_\_\_

Printed name(s): \_\_\_\_\_

Date: \_\_\_\_\_