

Children's Circle Montessori School

Toilet Learning Policy and Procedures

Date Policy and Procedures Established: May 4, 2023

Date Policy and Procedures Updated: June 1, 2026

The Toilet Learning Policy and Procedures is a learning process. During this process, your child is learning about their body, the sensations, what is happening and what to do when they need to urinate or have a bowel movement. Toileting is just as important as any other area within the environment.

During the toilet learning process the child is developing physically and psychologically.

- Physically: Myelination helps provide the foundation for brain connectivity and supports the emergence of cognitive and behavioral functioning; hence the child can control their sphincter muscles.
- Psychologically: The brain is making new connections, and they learn when they are wet or not and what to do. The body and mind are working together to make these connections through the trial and error of toilet learning.

Why do we choose cloth underwear?

Children wear cloth underwear because it is important for the child to gain awareness of when they are dry or wet. Disposable diapers and pull-up disposable diapers move the moisture away from the skin so they cannot feel the sensation of being wet or soiled.

How can we (parents/guardians/caregivers/teachers) help a child during the toilet learning process?

1. **Be confident you can do this, and your child can do this too!**
2. Create a plan and schedule.
 - a. Break down the process into small steps to avoid being overwhelmed.
3. Purchase or acquire required items.
4. Prepare the environment at home and at school.
5. Clothing choices are important: machine washable clothing, thin layers.
6. Be patient and consistent. If the adult is consistent, the child will learn to be consistent and will learn faster.
7. Use calm and neutral tones when speaking. Use positive and supportive language.
8. Acknowledge the attempt; avoid rewards.

9. Avoid entertaining the child when they are on the toilet.
10. Clean potty and/or toilet seat after each use so it is ready to be used every time.
11. Do not revert to disposable diapers or pull-up disposable diapers.

Make a chart to record when your child sits on the toilet and the result. This allows you to better understand when to offer the toilet.

Sample Toilet Learning Schedule						
Time 20-minute intervals	Underwear			Toilet		
	Dry	Urine	Bowel Movement	Dry	Urine in	Bowel Movement
7:20a.m.						
7:40a.m.						
8:00a.m.						
8:20a.m.						
8:40a.m.						
9:00a.m.						
9:20a.m.						
9:40a.m.						
10:00a.m.						
10:20a.m.						
10:40a.m.						
11:00a.m.						
11:20a.m.						
11:40a.m.						
12:00p.m.						
12:20p.m.						
12:40p.m.						
1:00p.m.						
1:20p.m.						
1:40p.m.						
2:00p.m.						
2:20p.m.						
2:40p.m.						
3:00p.m.						
3:20p.m.						
3:40p.m.						
4:00p.m.						
4:20p.m.						
4:40p.m.						
5:00p.m.						
5:20p.m.						
5:40p.m.						
6:00p.m.						
6:20p.m.						
6:40p.m.						
7:00p.m.						
7:20p.m.						
7:40p.m.						

Examples of times to offer the toilet at home and at school:	
Home	School
As soon as they wake-up.	As soon as they arrive.
As soon as they get dressed.	Before going outside.
After breakfast.	As soon as they return from outside.
Every 20 to 30 minutes in the morning.	Before a.m. snack time.
Before going outside of the house.	After p.m. snack time.
As soon as they return in the house.	Every time they finish a work cycle.
Before lunch.	Every 20 to 30 minutes in the morning.
After lunch.	Before lunch.
Before nap time.	After lunch and before nap time.
If they wake up during nap time.	If they wake-up during nap time.
Right after nap time.	After nap time.
Every 20 to 30 minutes in the afternoon.	Every 20 to 30 minutes in the afternoon.
Before dinner.	Before going home.
After dinner.	
Every 20 to 30 minutes in the evening.	
Before bath time.	
Before bedtime.	
If they wake up during the night.	

What items do I need to be prepared?

Bathroom:

- Potty seat and/or toilet seat. Sample Link: [Toilet Seat Link](#)
- Steps for the toilet. Sample Link: [Toilet Seat with Steps and Handles](#)
- A small laundry basket for wet and soiled clothes.
- A step to reach the sink. Sample Link: [Steps Tower](#)
- A small chair for the child to sit and change their clothes.
- A small basket with 2 pairs of pants and underwear so the child can reach their clothing to change.

House:

- Cleaning solution and cloths to clean bodily fluids on the floor.
- Remove or protect, non-washable and/or expensive carpeting/bedding etc...
- Put a waterproof cover on the child's bed.

Vehicle:

- Travel potty. Sample Link: [Travel Potty Seat](#)
- Car seat protector; folded towel or "puppy pads" can also be used.

- Disposable wipes.
- Extra clothing.
- Bag for soiled clothing.
- Disposable bags for bowel movements and wipes.
- Cleaning solution and cloths to clean bodily fluids in the vehicle.

School:

- 2 Wet bags, labelled, waterproof and sealable, for soiled clothing to be returned home.
 - Sample Link: [Wet Bags](#)
 - Wet bags must be labelled, waterproof and sealable.
 - Ideally has 2 pouches, one for soiled clothes and one for clean clothes.
- 2 pairs of indoor shoes closed toe, washable, easy to wipe.
- 8 full sets of clothing: undershirts, underwear or training pants, socks, tops and pants.
 - When soiled clothing is sent home, the same number of clean clothing must be returned the next day.
 - Cloth training pants may be used in place of underwear because they are more absorbent.
 - Sample Link: [Training Pants](#)
- Disposable wipes.
- Flushable wipes.
 - The staff members will clean the child with flushable wipes.