**TOILETING ROUTINE**

1. Gather needed supplies
2. Wash your hands. Put on disposable gloves
3. Remove and discard soiled disposable training pant
4. Place the child on the toilet/potty chair
5. Clean child’s bottom. Put on a new disposable training pant and dress the child
6. Remove soiled gloves. Wash your hands and then the child’s hands. Return the child to a supervised area
7. Put on gloves. Empty contents from the potty chair into the toilet and flush. Clean and disinfect toilet seat insert/potty chair
8. Remove gloves and wash your hands
9. Store toilet seat insert/potty chair in a sanitary manner

Adapted with permission from York Region Public Health.