

**Diapering and Toileting Procedures**  
**LICENSING STANDARDS FOR DAY CARE CENTERS**  
**April 1, 2010 – P.T. 2010.04**

a) Each area serving children wearing diapers or disposable pull-ups shall have a designated diapering area that includes at least the following:

- 1) An accessible hand-washing sink within the same room without barriers such as doors, unless the before and school program is exempt per Section 2.09(a)(ii) of the Child Care Act.
- 2) A changing surface that has an impervious, non-absorbent surface.
- 3) Covered receptacles conveniently located close to the changing surfaces for the disposal of soiled diapers. These receptacles shall be washable, plastic lined and tightly covered. There shall be separate containers for disposable diapers, cloth diapers (if used) and soiled clothes and linens.
- 4) A supply of disposable latex gloves.
- 5) Clearly posted procedures for diaper changing, consistent with the following:
  - A) Have the following supplies ready before bringing the child to the diapering area:
    - i) Disposable wipes or fresh, wet paper towels;
    - ii) Diapers;
    - iii) Skin preparations prescribed by the child's doctor or requested by the child's parent;
    - iv) Disinfecting solution and paper towels for cleaning up.
  - B) Lay the child on the changing surface, taking care to minimize contact with the child if his/her outer clothes are soiled.
  - C) Put on protective gloves.
  - D) Remove diaper and any soiled clothes.

E) Clean the child's bottom from front to back with a fresh disposable wipe or a damp paper towel. Aerosol or roll-on products shall not be used.

F) Dispose of disposable diapers, paper towels and diaper wipes in covered receptacle. Put soiled clothes and cloth diapers into a plastic bag to be sent home with the parent.

G) Remove disposable gloves. Wash hands or wipe hands with a premoistened towelette and use another towelette to clean the child's hands.

H) Place clean diaper on the child. Make sure child's clothing is clean and dry. If not, change child's clothing.

I) Wash the child's hands in accordance with the requirements of [Section 407.320](#).

J) Return the child to a supervised area.

K) Clean visible soil from the changing table with paper towels or disposable wipes.

L) Clean and disinfect the diapering area.

M) Wash adult hands, using procedures outlined in [Section 407.320](#).

b) The diapering area shall be separate from any food preparation areas, and shall never be used for the temporary placement or serving of food.

c) Changing surfaces shall be cleaned and sanitized between each diaper change.

d) Diaper receptacles shall be cleaned and sanitized daily.

e) Diapers shall be able to contain urine and stool and minimize fecal contamination of the child, caregivers, environmental surfaces and objects of the child care center.

f) If cloth diapers are used, soiled cloth diapers and/or soiled training pants shall never be rinsed. The fecal content may be placed in the toilet, but the diaper shall not be rinsed.

g) Toilet-training equipment shall be provided for children being toilet-trained.

1) Child-sized toilets or safe and cleanable step aids and modified toilet seats shall be available.

2) If used, the contents of potty chairs shall be dumped in the toilet, and the potty chair shall be cleaned and sanitized between each use.

3) Toilet-training equipment shall not be counted as toilets in the toilet/child ratio.

h) Lavatories (hand-washing sinks) and toilet facilities shall be provided in the ratios specified below. Although potty chairs are allowed when children are being toilet trained, potty chairs are not counted when determining compliance with these ratios. Partially exempt programs are exempt from this standard. For restrooms used exclusively by school-age children, urinals may constitute 25 percent of the required toilets in day care centers with restrooms shared by both genders and 50 percent of the required toilets in boys' restrooms in day care centers with gender-specific restrooms.

<b>Capacity of Center (Excluding Infants)</b>	<b>3 of Toilets</b>	<b># of Lavatories</b>
1 to 10	1	1
11 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5
101 to 125	6	6
126 to 150	7	7
151 to 175	8	8
Per every 25 more children	1 more	1more

i) Toilets and lavatories shall be readily accessible to the children. If toilets are not located near the children's activity areas, an adult shall accompany children 4 years of age or younger.

j) If toilets and lavatories are not child-sized, non-absorbent safe steps shall be provided.

k) Hot and cold running water shall be provided.

1) Hot water supplied to plumbing fixtures used by children shall be tempered or thermostatically controlled to less than 115° F.

2) In areas serving infants and toddlers, water shall be mixed through one mixing valve.

l) Mild liquid soap and single-use towels or automatic dryers shall be provided.

Towels may be disposable. Automatic dryers shall not be used for infants and toddlers.

m) Toilet and hand-washing areas for school-age children shall be enclosed to provide for privacy.

n) Toilets and lavatories shall be readily accessible for staff use.

o) Children and staff shall wash hands thoroughly according to Section 407.320 after using the toilet or assisting in toileting, and after each diaper change.

(Source: Amended at 34 Ill. Reg. 4700, effective March 22, 2010)