

Super Stars Learning Center

Diapering Policies & Procedures

Diapering Procedure

- 1) Place a clean diaper, baby wipes, and any applicable ointment beside changing table or mat.
- 2) Put on disposable gloves.
- 3) Lay child on the changing table or mat with two pieces of diaper paper beneath them.
- 4) Remove wet or soiled diaper and wipe the child clean, putting all wipes into the wet/soiled diaper.
- 5) With one hand on the child, close the wet/soiled diaper and move aside along with top piece of diaper paper. Leave the second piece of diaper paper under the child.
- 6) Apply any ointment or powder (if needed), and put the new diaper on the child.
- 7) Help the child wash and dry their hands. ***very small infants can use wipes, all others must use sink***
- 8) Place the child on the floor or in an infant seat.
- 9) Place the wet/soiled diaper and the diaper paper into the Diaper Genie. Properly remove gloves and place into Diaper Genie as well. Flip the top to dispose.
- 10) Wash and dry your hands.
- 11) Spray the changing table or mat and the sink down with soap solution and wipe with a paper towel. Dispose of paper towel in the trash can.
- 12) Repeat step 11 with bleach/water sanitizing solution.

Procedure for Changing a Diaper while Child is Standing Up

- 1) Place 2 sheets of diaper paper on the changing mat on the floor next to each other.
- 2) Place Diaper, wipes, and ointment (when necessary) beside the diaper paper.
- 3) Put on a pair of disposable gloves.
- 4) Have child stand on 1 of pieces of diaper paper.
- 5) Remove the diaper and place it on the second piece of diaper paper.
- 6) Wipe the child and place soiled wipes with the soiled diaper.
- 7) Apply ointment or powder if needed and put a clean diaper on the child.
- 8) Place the wet/soiled diaper and the diaper paper into the Diaper Genie. Properly remove gloves and place into Diaper Genie as well. Flip the top to dispose.
- 9) Help the child wash and dry their hands.
- 10) Place the child on the floor.
- 11) Wash and dry your hands.
- 12) Spray the changing mat down with soap solution and wipe with a paper towel. Dispose of paper towel in the trash can.
- 13) Repeat step 12 with bleach/water sanitizing solution.

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Diapering Policies & Procedures (Continued)

Soiled Clothes

- 1) Prepare a plastic shopping bag and a clean set of clothes.
- 2) Put on gloves
- 3) Remove soiled clothes and place directly into the plastic shopping bag. Tie shut.
- 4) Remove gloves and place into trash can.
- 5) Wash and dry hands.
- 6) Help the child change into their clean clothes.
- 7) Help the child wash their hands, then wash and dry your own.
- 8) Write a note indicating the contents of the plastic bag and what items the parents should bring (i.e. spare pants and underpants). Tape it to the bag, and hang the bag in the child's cubby/hook.

Linens and Blankets

- Any linens or blankets owned by the Center will be washed at minimum weekly, on-site.
- Any linens or blankets owned by the Center that become soiled will be placed in a plastic bag and will be washed that evening, on-site.
- Any linens or blankets brought from home will be sent home on Friday to be laundered.
- Any linens or blankets brought from home that become soiled will be treated exactly like soiled clothes in the above mentioned procedure.

Toilet Training

- 1) An appropriate toilet training plan will be developed at the parent's request with their collaboration.
- 2) Children who are toilet training are required to have AT LEAST 10 sets of spare clothes.
- 3) Any soiled clothes will be sent home at the end of the day and must be replaced the following day.