**Toilet Training Program Agreement Memo**

Pre-k Paraprofessionals in the regular classroom Pre-k para position (not break paras per MOU) are eligible for an 8 week-$2.75/per hour differential; if they are toileting training one or more students in their classroom.

In order to receive this differential, a Paraprofessional needs to complete both the form below and the toilet training log. The Agreement form has to be signed by both their classroom teacher and principal. The Principal or his/her designee will email all completed forms to the Department of Early Childhood to the attention of Sue Menz ([Suzanne.menz@rcsdk12.org](mailto:Suzanne.menz@rcsdk12.org)).

If after the 8 week period a paraprofessional is continuing to provide toilet training to one or more students, the form will need to be complete again (check renewal box) with a new attached training log. If a new form is not submitted the differential will end at the end of the 8 week period.

A student is considered to need toilet training if they average two or more accidents per week. If you do not believe a student is making progress towards being toilet trained, please contact Michelle Richardson-Wilson and she can arrange a classroom meeting with your teacher and TST.

The goal of providing toilet-training assistance is to train the student so that they develop the independent life skill of bathroom independence, proper hygiene, and being school ready. A Paraprofessional receiving a differential is expected to complete or have completed the following:

* Attend the Toilet Training PD (contact lead paraprofessional)
* Work with classroom teacher to ensure adequate bathroom times and reminders are part of the Pre-k daily schedule (at least between all transitions)
* Work with the classroom teacher to ensure that toilet training themes, activities, books are built into the Pre-k curriculum schedule.
* Work with the teacher and the family to complete the Toilet Training Checklist
* Work with the classroom team to ensure materials were ordered and in the classroom in order to follow the Pre-k toilet training program.
* Support children in developing their Toileting Skills
* Keep a log of the child’s progress and communicate with the parents their child’s progress

We thank you in advance for your service to District students. Please contact Michelle Richardson Wilson or Rebecca Boyle with any questions.

Please list students who are Not Toilet Trained:

Para Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period Requested with dates (see chart): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Below please see the chart with deadlines and the time periods covered for the 2019/20 school year.***

|  |  |  |
| --- | --- | --- |
| **Period**  **Number** | **Dates Covered for Differential** | **Deadline to Submit New or Renewal** |
| #1 | 9/9/2019 to 11/1/2019 | 9/13/2019 |
| #2 | 11/4/2019 to 12/17/2019 | 10/25/2019 |
| #3 | 1/6/2019 to 2/28/2019 | 12/20/2019 |
| #4 | 3/02/2019 to 4/24/2019 | 02/14/2019 |
| #5 | 04/27/2019 to End of Year | 4/17/2019 |

**Toileting Log**

**School#: Teacher: Para:**

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Week/Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Directions: Please check the box under each time period to describe toileting needs of the student.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Day of Week** | **Arrival** | **After Breakfast** | **Before lunch** | **Before Nap** | **After Nap** |
| **Monday** | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. |
| **Tuesday** | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. |
| **Wednesday** | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. |
| **Thursday** | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. |
| **Friday** | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. | Checked  Wet/Soiled  Sat on toilet. |

Notes: