



PA Position Statements for the ECERS-R

Including the Playground Information Sheet to use with the ECERS-R

These position statements are the result of the need to consider the impact of Pennsylvania Department of Public Welfare Certification Regulations and other Pennsylvania program specific expectations on the scoring of the items in the ECERS-R scale. Input from multiple sources including the ECERS-R scale authors, DPW Certification, OCDEL and other experts were considered in the creation of the statements. The PA Position Statement column within the following pages states the expectation for that quality level. Items and indicators will be scored accordingly when using the ECERS-R.

General PA Position Statement:

The ECERS-R will be the assessment tool in classrooms/groups where the majority of the children are preschool age (37 months through the date the child enters first grade*). All classrooms operated by the facility, including those not certified under DPW or dually certified (such as, but not limited to, Department of Education, Federal Head Start and Nursery school classrooms) are considered for an ERS assessment. In classrooms of mixed ages, the assessment tool will be determined by the age level that represents the highest number of enrolled children in the group: Infant/toddler; Preschool; or School-Age.

****Although DPW considers Kindergarten children as "Young school age" for ratio purposes, they remain under the category of "Preschool" children for the purposes of the Environment Rating Scales.***

ECERS-R may also be used in:

- *Group day care homes which are not located in a residence and only serve children 37 months through entrance into first grade*
- *Group day care homes which are not located in a residence, physically separate children into age-based groupings (i.e., separate classrooms) and children 37 months through entrance into first grade represent the highest number of enrolled children in the program.*

7/1/2012

Pennsylvania Early Learning Keys to Quality

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Item	Indicator	Indicator Description	Position Statement	Supporting Guidance
<p>General PA Statement regarding hand washing and use of hand sanitizers</p>			<p><u>General Statement regarding hand washing and use of hand sanitizers</u></p> <p>Child and adult hand washing is required by regulation before meals and snacks, after toileting and diapering, and when visibly soiled. As per ELS/PKC #63, issued September 25, 2009 the use of a hand sanitizer is not a substitute for hand washing in these instances.</p> <p>Hand sanitizers may be used with children ages 24 months and older for hand washing unrelated to meals/snacks, toileting/diapering and when not visibly soiled (such as after blowing noses, before sensory play, and other times hand washing is expected in the environment rating scales). The program must follow the guidelines below:</p> <ul style="list-style-type: none"> • Read the label before using a hand sanitizer. If the instructions on the hand sanitizer prohibit its use for children, the hand sanitizer should not be in the facility. Also, note any age restrictions on the label and follow those restrictions. At all times, follow the directions on the product label. • The provider must obtain written parental permission for a child to use a hand sanitizer prior to permitting a child to use a hand sanitizer. The signed parental permission must be kept on file in the child’s record at the facility. • Hand sanitizers must be inaccessible to children when not in immediate use. • A staff person must be physically present with and supervising a child who is using a hand sanitizer. The staff person must remain with the child until the hand sanitizer 	<p>ELS/PKC #63 Caring for Our Children (CFOC)</p>

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			<p>has dried on the child’s hands.</p> <ul style="list-style-type: none"> • The steps for using a hand sanitizer are as follows: <ol style="list-style-type: none"> 1. Apply an appropriate amount of the product to the palm of one hand (refer to the directions on the label of the hand sanitizer). 2. Rub hands together. 3. Rub the product over all surfaces of hands and fingers until hands are dry. 	
#7 Space for Gross Motor Play	1.2 and 3.2	Assesses the safety of the indoor and outdoor gross motor spaces.	The attached Playground Information Sheet will be used as a reference when scoring these indicators. However, scoring decisions may also be based on additional safety issues related to the spaces used for gross motor play.	
#10 Meals and Snacks	1.2	Addresses food that is served being of unacceptable nutritional value.	Foods served at meal/snack must meet at least 50% of the meal/snack component requirements of CACFP or USDA.	CACFP/USDA Guidelines
	1.3,3.3	Assesses sanitary procedures.	<p>Tables and high chair trays should be cleaned and sanitized before and after food service.</p> <p>As per the ERS author’s notes for clarification: “An alternative EPA approved “sanitizer” may be used in place of the usual bleach and water solution as part of the table washing procedure or for high chair trays, and other food related surfaces. Check the label of the original container and look for the designation as an EPA sanitizer. Be sure all instructions for use are followed such as the time required to remain on the surface or whether to rinse after use. “</p>	<p>CFOC STANDARD 4.9.0.9: Cleaning Food Areas and Equipment</p> <p>CFOC Appendix J “Selecting an Appropriate Sanitizer or Disinfectant”</p> <p>Definitions:</p> <p>Sanitizer is a product that reduces germs on inanimate surfaces to levels considered safe by public health codes or</p>

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				<p>regulations. A sanitizer may be appropriate to use on food contact surfaces (dishes, utensils, cutting boards, high chair trays), toys that children may place in their mouths, and pacifiers.</p> <p>As per <i>Caring for Our Children</i>, the appropriate proportion and contact time for a bleach and water sanitizing solution includes:</p> <p>Ratio: 1 tablespoon of bleach to 1 gallon cool water.</p> <p>Contact time: Let stand for 2 minutes, then wipe or air dry.</p>
	3.2	States that well-balanced meals and snacks are served.	Foods served at meal/snack must meet all components of CACFP or USDA.	CACFP/USDA Guidelines
	3.5	Expects that children’s allergies are posted, but this creates a confidentiality issue.	In order to post medical/allergy information about children, staff must obtain written permission from the parent. This is the preferred method and staff is encouraged to obtain written permission. However, if parents do not consent to posting this information, staff is required to maintain this information in a more confidential manner which may include keeping a notebook	

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			<p>with known medical information which all staff are required to check or by posting the information in some other manner that protects confidentiality.</p>	
<p>#11 Nap/Rest</p>	<p>1.2 and 3.2</p>	<p>Expects rest equipment to have a minimum separation of 18 inches at 3.2.</p>	<p>At least 24 inches of open space from other napping children or furniture/equipment is required on three sides of nap equipment. The expectation is for all children to be separated in this manner to prevent the spread of germs during sleep as well as to ensure adequate space for access in case of an emergency.</p>	<p>PA DPW Certification Regulations</p>
	<p>3.2</p>	<p>Expects healthful, sanitary provisions for nap/rest linens, but does not provide a cleaning schedule.</p>	<p>All nap bedding must be cleaned weekly. Soiled bedding shall be cleaned before it is reused.</p>	<p>PA DPW Certification Regulations</p>
	<p>5.3</p>	<p>Expects cots to be separated by 36 inches or a solid barrier.</p>	<p>At least 36 inches of open space from other napping children or furniture/equipment is required on three sides of nap equipment. The expectation is for all children to be separated in this manner to prevent the spread of germs during sleep as well as to insure adequate space for access in case of an emergency.</p>	<p>PA DPW Certification Regulations CFOC 5.4.5 Sleep and Rest Areas STANDARD 5.4.5.1: Sleeping Equipment and Supplies</p>
<p>#12 Toileting/ diapering</p>	<p>1.1,3.1,5.1</p>	<p>Assesses sanitary procedures.</p>	<p>Diaper changing tables/ pads should be <u>disinfected</u> after each diaper change. As per the ERS author’s notes for clarification: “An alternative EPA approved “disinfectant” (not sanitizer) may be used in place of the usual bleach and water solution. Check the label of the original container and look for the designation as an EPA disinfectant. Be sure all instructions for use are followed.”</p>	<p>CFOC STANDARD 3.2.1.4: Diaper Changing Procedure CFOC Appendix J “Selecting an Appropriate Sanitizer or Disinfectant” Definitions:</p>

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				<p>Disinfectant is a product that destroys or inactivates germs on an inanimate object. A disinfectant may be appropriate to use on non-porous surfaces such as diaper change tables, counter tops, door and cabinet handles, and toilets and other bathroom surfaces.</p> <p>As per <i>Caring for Our Children</i>, the appropriate proportion and contact time for a bleach and water disinfecting solution includes:</p> <p>Ratio: 1/4 (minimum) to 3/4 (maximum) cup of bleach to 1 gallon cool water or 1 tablespoon (minimum) to 3 tablespoons (maximum) of bleach to 1 quart of water.</p> <p>Contact time: Let stand for 2 minutes, then wipe or air dry.</p>

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#13 Health Practices	3.4	Examples listed in indicator includes TB testing for staff every two years.	Regulations Updated for Tuberculosis Testing (2012): Based on recommendations from the Department of Health and the American Academy of Pediatrics, the Pennsylvania Department of Public Welfare (DPW) will accept an interferongamma release assay (IGRA) blood test to meet the requirement for tuberculosis (TB) testing of staff in Child Day Care Centers, Group Child Day Care Homes, and Family Child Day Care Homes. The IGRA blood test may be administered instead of the traditional Mantoux skin test specified by regulation. The record of a person with a positive tuberculin skin test or blood test must include the results of a chest X-ray and evaluation for chemoprophylaxis as required by regulation.	DPW PA Code §§ 3270.151(c)PA Certification regulations require tuberculosis screening at initial employment. Subsequent tuberculosis screening is not required unless directed by a physician, physician’s assistant, CRNP, the Department of Health or a local health department.
#14 Safety Practices	1.1 and 1.2	Assesses the presence of safety hazards. The authors generally state that to score a 1, the situation must be extreme and at least 4 hazards exist.	The score for this item will be one if any of the following conditions are met: <ul style="list-style-type: none"> • A minimum of 4 indoor (1.1) or 4 (1.2) outdoor safety hazards • A listed safety hazard exists that is also a PA Certification violation. • Materials labeled “keep out of reach of children” are not locked, including, medicines and cleaning materials. 	Many of the hazards listed are also addressed in PA Certification regulations.
#20 Art	Item Note	The category of art tools include examples such as staplers, hole punchers, and tape dispensers.	The category of art tools is changed to include safe scissors, tape, glue/paste, rulers, stamps, stencils, and hole punchers. Other tools may also be included as permitted by PA Certification.	These items may constitute a PA DPW Certification violation if they are not designed for use by children and present a danger to

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#23 Sand/ Water	3.1	Indicates that some provision for sand or water play is accessible to children, and allows for sand or water tables to be shared with other rooms. Therefore, there is a question about how frequently children will have access to shared sand/water equipment.	Children must have access to sand or water provisions for a minimum of ½ hour at least once a week.	them.
#24 Dramatic Play	5.1	This item references the need for gender specific clothes. However, the clarifying note for 5.1 associates hard hats as an example for male oriented dress up options.	All job specific clothing (such as hard hats, uniforms, and sportswear) is included as clothing worn by both men and women and cannot be considered gender specific options.	
#29 Supervision of Gross Motor Activities	Item Scoring	The expectations of this item are based on the supervision provided by staff during the gross motor activity times	If gross motor activities are not observed indoors or outdoors for the assessed group of children on the day of the observation, this item will be scored N/A, not applicable.	

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	1.1 and 3.1	of the day, indoors or outdoors. References inadequate supervision of children to protect children's well-being.	In classrooms where there is more than one caregiver present, one caregiver may take a brief bathroom break and/or escort one or a small group of children to the bathroom. No other caregivers may leave the area used by the group during this time and at least one of the remaining caregivers must qualify to be left alone with children in accordance with PA Certification regulations. All other situations are subject to a strict interpretation of staff: child ratio. All classrooms operated by the facility are expected to meet DPW ratios regardless of licensure, including those not certified under DPW or dually certified (such as, but not limited to, Department of Education, Federal Head Start, and Nursery school classrooms).	
#30 General Supervision of Children	1.1 and 3.1	References inadequate supervision of children to protect children's well-being.	In classrooms where there is more than one caregiver present, one caregiver may take a brief bathroom break and/or escort one or a small group of children to the bathroom. No other caregivers may leave the area used by the group during this time and at least one of the remaining caregivers must qualify to be left alone with children in accordance with PA Certification regulations. All other situations are subject to a strict interpretation of staff: child ratio. All classrooms operated by the facility are expected to meet DPW ratios regardless of licensure, including those not certified under DPW or dually certified (such as, but not limited to, Department of Education, Federal Head Start, and Nursery school classrooms).	
#34 Schedule	3.3	Expects one indoor and one outdoor play period daily, but does not give guidance for appropriate weather permitting conditions	Children are expected to go outside when the forecast temperature/wind chill is above 25 degrees, the forecast temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is no current air quality alert. It is understood that given these parameters there may be portions of some days that do not meet the conditions of weather permitting	This term is also referenced in PA Certification regulations for centers and group day care homes. It relates to children's

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		for outdoor play.	since forecasts are generally targeted to a point in time in the day.	opportunities to engage in outside play and activities. However, there is no definition in PA Certification regulations of what constitutes weather permitting. Caring for Our Children Standards state that children should play outdoors unless weather poses a significant risk and includes wind chill at or below 15 degrees, heat index above 90 degrees and/or an air quality alerts exist.
#35 Free Play	3.1 and 5.1	Expects free play to occur indoors and outdoors daily but does not give guidance for appropriate weather permitting conditions for outdoor play.	Children are expected to go outside when the forecast temperature/wind chill is above 25 degrees, the forecast temperature/heat index is less than 90 degrees, there is no precipitation falling, and there is no current air quality alert. It is understood that given these parameters there may be portions of some days that do not meet the conditions of weather permitting since forecasts are generally targeted to a point in time in the day.	This term is also referenced in PA Certification regulations for centers and group day care homes. It relates to children’s opportunities to engage in outside play and activities. However, there is no definition in PA Certification regulations of what

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				constitutes weather permitting. Caring for Our Children Standards state that children should play outdoors unless weather poses a significant risk and includes wind chill at or below 15 degrees, heat index above 90 degrees and/or an air quality alerts exist.
#37 Provisions for Children with Disabilities	Item Scoring	Item notes for clarification indicate that the item is scored only if there is a child in the group with an identified and diagnosed disability, with a completed assessment and an IEP/IFSP is not required to score this item.	This item will be assessed if at least one enrolled child has an IFSP or an IEP. If there are no children with an IFSP or an IEP, the item will be scored N/A.	
#40 Provisions for Professional Needs of Staff	3.1	Expects that staff have convenient access to a phone.	The accessible phone must be on the same floor as the classroom. Private cell phones of staff cannot be considered as meeting the requirements of these indicators.	
#43 Opportunities	3.3	Expects that each staff person must	Each staff person must participate in a staff meeting at least monthly.	Keystone STARS Staff Communication and

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for Professional Growth		attend a staff meeting at least twice a year.		Support Standard at STAR 2: Each staff person must participate in a staff meeting at least once per month. Staff meeting must include discussions of quality and its impact on the Learning Program.
	5.1	Expects thorough new staff orientation.	To score “Yes”, the orientation must be in accordance with the Keystone Star Standards for staff orientation at STAR 2, Staff Qualifications.	Keystone STARS Standards
	5.3	Expects monthly staff meetings to include staff development activities.	All staff must participate in monthly staff meetings. Meetings must include topics related to child development.	Keystone STARS Staff Communication and Support Standard at STAR 2: Each staff person must participate in a staff meeting at least once per month. Staff meeting must include discussions of quality and its impact on the Learning Program.

Playground Information Sheet to Use with the ECERS-R

These guidelines are a basic overview of areas to review when scoring playground and safety items in the ECERS-R. They are based on information from the U.S. Consumer Product Safety Commission's (CPSC) Handbook for Public Playground Safety, Pub. No. 325. This list is not to be used as a comprehensive guide for playground assessment.

Playground Safety for Preschool and Kindergarten Children (2 yrs – 5 yrs)

Safety Consideration	Rationale	Description
Age Appropriate Equipment	<p>Appropriate equipment provides children with opportunities to safely practice gross motor skills without putting them at risk for unnecessary injury.</p>	<p><u>Sliding Boards:</u> Slides up to 4 feet in height should have an exit height of 11 inches or less. Slides over 4 feet in height should have an exit height of at least 7 inches but no more than 15 inches. The exit region of slides should be essentially horizontal and have a minimum length of 11 inches.</p> <p><u>Swings:</u> Single axis swings should have a pivot point of 8 feet or less. There should be no more than two swings located within a single swing bay, and the distance between swings at rest within a single bay should be at least 24 inches and the distance between a swing at rest and its support structure should be at least 30 inches. The seat of swings for preschool-age children should rest at least 12 inches from the ground, the seat of swings for school-age children should rest at least 16 inches from the ground, and the seat of tot swings should rest at least 24 inches from the ground. Tot swings are defined as swings with enclosed seats, generally appropriate for children under 4 years of age. Swings should not be attached to a composite structure.</p> <p><u>Inappropriate Equipment for Preschoolers:</u> Equipment not recommended for preschool-age children includes arch climbers, freestanding climbing equipment with flexible components, fulcrum seesaws, log rolls, track rides, spiral slides with more than one 360° turn, overhead rings, parallel bars, and vertical sliding poles.</p>

		<u>Inappropriate Equipment for Children of All Ages:</u> Equipment not recommended for use by any children includes trampolines, swinging gates, giant strides, climbing ropes not secured on both ends, heavy metal swings, multiple occupancy swings, rope swings, swinging dual exercise rings and trapeze bars.
Catch Points and Protruding Hardware	Exposed hardware can cut children, puncture skin, or catch clothing drawstrings, which could strangle a child.	There should be no dangerous pieces of hardware, such as protruding bolt ends and narrow gaps in metal connections or open "S" hooks at the top and bottom of swings. The top of fences less than 4 feet in height also should be checked for protrusions.
Entrapment	Children can get trapped and strangle in openings where they can fit their bodies but not their heads through the space.	Openings in guardrails, spaces between platforms, between ladder rungs, and uprights in protective barriers, should measure less than 3.5 inches or more than 9 inches. However, if the ground is the bottom edge of a space between 3.5 inches and 9 inches, it is not considered an entrapment hazard because the child will not be in danger of choking.
Pinch, Crush, Shearing, and Sharp Hazards	Moveable portions of equipment with open spacing can create hazardous situations where children's fingers and other body parts can be pinched or crushed while using it. Protrusions can catch on children's clothing causing choking hazards and if sharp could cut skin.	Equipment should not have sharp points or edges that could cut skin. Moving pieces of equipment, such as suspension bridges, track rides, merry-go-rounds, or seesaws, should not have accessible moving parts that might crush or pinch a child's finger or other body part.
Protective Barriers	A protective barrier is an enclosing device around an elevated platform that is intended to prevent both inadvertent falls from the platform and deliberate attempts to pass through the barrier. In other words, children should not be able to jump over it or move through it.	For preschool-age children full protective barriers are preferred because they provide more protection from falls. Protective barriers are required for platforms that are over 30 inches above the ground. The top surface of the barrier should be at least 29 inches above the platform. No child should be able to climb over, under or through the barrier. For equipment used <i>only</i> by school-aged children, including 5-year-olds, any platform more than 48 inches above the ground requires protective barriers. The top surface of the protective barrier

		must be at least 38 inches high.
Guardrails	<p>A guardrail is an enclosing device around an elevated platform that is intended to prevent inadvertent falls from the platform. A child might be able to climb over, under or through the guardrail.</p>	<p>For preschoolers through 4 years of age, guardrails prevent falls from elevated platforms that are higher than 20 inches, and up to 30 inches, above the ground. The top surface of the guardrails should be at least 29 inches above the platform, and the lower edge should be no more than 23 inches above the platform.</p> <p>Platforms that are layered (e.g., one platform leading up to another in a step-like manner), are no higher than 12 inches apart for preschoolers and no higher than 18 inches apart for school-aged children. If the platforms are higher they should have an access device (e.g., rung ladder or stairway), leading from one platform to another.</p> <p>For equipment used <i>only</i> by school-aged children, including 5-year-olds, any platform more than 30 inches above the ground (but not over 48 inches above the ground) will need guardrails at least 38 inches above the platform, with the lower edge no more than 28 inches above the platform. When mixed age groups of preschool- and school-aged children use the same equipment (e.g., 4- and 5-year-olds) the most stringent requirements are applied to ensure safety for all. For example, platforms used by the group will require protective barriers, rather than guardrails if they reach the height listed for preschoolers. Guardrails and barriers must be of the height required for school-aged children, which is higher than required for preschoolers.</p>
Tripping Hazards	The presence of tripping hazards in gross motor spaces increases the likelihood of injuries being sustained through falls.	There should be no exposed concrete footings, abrupt changes in surface elevations, tree roots, tree stumps, or rocks, which can trip children or adults.
Equipment Spacing	Equipment spacing that allows children to circulate around or fall from play structures without striking another structure reduces the potential for injuries, and permits adults to have easy access to the children who are	Play structures that are positioned adjacent to one another, with play surfaces on either play structure exceeding a height of 30 inches above the protective surface, should be spaced at least 9 feet apart to allow children space to circulate around or fall without striking another structure. If the adjacent play surfaces of <i>each</i> structure are no more

	<p>using the equipment.</p>	<p>than 30 inches above the protective surface, the equipment may be located a minimum of 6 feet apart. Moving pieces of equipment should be located in an area away from other play structures so children have adequate room to pass from one play area to another without being struck by a moving swing or by another child exiting from a slide.</p>
<p>Fall Zones</p>	<p>Fall zones are the areas around and under gross motor climbing, sliding or swinging equipment. Appropriately sized and equipped fall zones reduce the likelihood of serious injury.</p>	<p>Fall zone should be cleared of items that children may fall onto or run into. Installed resilient surfacing shall extend beyond the external limits of all stationary equipment for a minimum of 6 feet.</p> <p><u>Slides:</u> Protective surfacing in front of the exit of a slide should extend 4 feet plus the height of the slide. However, this distance should always be a minimum of 6 feet and does not need to be greater than 8 feet.</p> <p><u>Swings:</u> Swings shall have resilient surfacing that extends 2 times the length of the pivot point to the surface below. The surfacing shall be to the front and rear of the swing. Tot swings shall have resilient surfacing that extends 2 times the length of the pivot point to the bottom of the swing seat, both in the front and rear of the swing. Tire swings shall have resilient surfacing that extends a distance of 6 feet plus the measurement from the pivot point to the swing seat and 6 feet to the side of the support structure.</p>
<p>Protective Surfacing</p>	<p>Protective surfacing is intended to cushion falls and prevent serious injuries from any equipment used indoors and outdoors.</p>	<p>The amount of a consistent type of surfacing required is based on the critical height or fall height of the equipment, which is the height of the highest designated play surface on the equipment. No equipment should be placed over concrete, asphalt, stone, ceramic tile, or similar hard surfaces. The surfaces under and around play equipment should be soft enough to cushion falls, which are the most frequent causes of injuries on playgrounds. Common indoor surfaces (such as rugs, tumbling mats, or carpet) and common outdoor surfaces (such as grass or dirt) are not adequate cushioning for gross motor equipment even</p>

when the equipment is not anchored. When the surfacing in much used areas becomes displaced (e.g., under swings, slides) it should be raked back or replaced to maintain correct depth.

Fall Zone Surfacing

Material	Maximum <u>height of equipment</u> for 9 inches of compressed material
Wood chips	10 feet
Double Shredded Bark Mulch	7 feet
Engineered Wood Fibers	6 feet
Fine Sand	5 feet
Coarse Sand	4 feet
Fine gravel	6 feet
Medium gravel	5 feet
Shredded tires and poured rubber surfacing	Facilities seeking to install shredded tires and other commercially produced products for use as a protective surface should request test data from the supplier showing the critical height of the material and depth of material needed to meet ASTM F1292

ASTM F1292 – Standard Specification for Impact Attenuation of Surface Systems Under and Around Playground Equipment: Most widely used test method for evaluating the shock absorbing properties of playground surfacing material. Provides a critical height rating for the surface, which is the height below which a life-threatening head injury would not be expected to occur. (US Consumer Product Safety Commission (2008), *Public Playground Safety Handbook*)

7/1/2012

Pennsylvania Early Learning Keys to Quality



Changing Diapers, Pull-ups and Soiled Underwear

The following guidelines are for use in child care centers, group homes and family day care homes where diapering and toilet training occurs. The ERS Authors, *Caring for Our Children 3rd Edition Standards*, DPW Certification Regulations and ECELS guidance were used in the creation of this document.

Soiled/Wet Diapers*	Soiled/Wet Pull-ups and Underwear*
1. Adult washes his/her hands. (Only if prior to changing the diaper, pull up or underwear it is “checked” by reaching into it to see if a change is needed)	
2. Gather all supplies for the diaper change and place on or near the changing surface above the child’s head. (Enough wipes for the process removed from container, clean diaper, a plastic bag for soiled clothing, and clean clothes if needed) if used: disposable gloves, dab of diaper cream on disposable towel, changing table paper (enough to reach from child’s shoulders to their feet)	2. Gather supplies for the changing process and place on or near the changing surface outside the contaminated area. (Enough wipes for the process removed from container, clean pull up or underwear, clean clothes and a plastic bag for soiled clothing if needed) if used: Paper liner (large enough to stand on and fold over if needed), disposable gloves
3. Place the child on the changing table and remove clothing to access diaper keeping the clothing out of the contaminated area. Never leave the child unattended on a changing table or countertop. If clothing is soiled place in a plastic bag to send home.	3. Consider whether to change the child lying down or standing up. (If child will be changed lying down follow the procedure for diapers)
4. Unfasten diaper leaving it under the child.	4. If using paper liner, have child stand on paper.
5. Use wipes to clean child’s bottom from front to back and place inside the soiled diaper or directly into a lined, hands-free covered trash can. Use each wipe for only one swipe.	5. To avoid contamination of clean shoes, socks and clothing, remove unsoiled clothing and set aside. (If the child’s shirt is clean it is helpful to have them hold his/her shirt up above his/her waist during the change.)
6. Fold the soiled surface of the diaper inward over the used wipes and place the bundle in the trash can. If gloves were used discard them at this time into the same trash can.	6. Remove soiled clothing and place in a plastic bag to send home. If a pull-up was used, remove by pulling the sides apart and discard it in a lined, hands-free covered trash can. If underwear was used remove from the child doing your best to avoid contamination of surfaces and place with clothes in the bag.
7. Use a wipe to remove soil from your hands and throw it in the trash can. Use another wipe to remove soil from the child’s hands and throw it in the trash can.	7. If paper liner was used check for soil around the child and fold paper over if needed so there is a clean surface to stand on.
8. If paper liner was used, check for soil under the child and fold paper up from the child’s feet to cover the area and create a clean surface under child’s bottom.	8. Clean the child’s skin around his/her pull-up/underwear area, wiping from front to back using each wipe for only one swipe. Place used wipes in the trash can. If gloves were used discard them at this time in the trash can.
9. Put on the clean diaper and diaper cream if needed and redress the child.	9. Use a wipe to remove soil from your hands and throw it in the trash can. Use another wipe to remove soil from the child’s hands and throw it in the trash can.
10. Wash the child’s hands and return the child to the group without touching other surfaces. Store bagged, soiled clothing for parents in an area inaccessible to children.	10. Assist the child, as needed, in putting on a clean pull-up or underwear and getting redressed, including socks and shoes. Supervise the washing of the child’s hands and his/her return to the group without touching other surfaces.
11. Dispose of paper liner in trash can if used. Clean visible soil from changing table and disinfect the surface with bleach/water solution or an EPA approved product according to directions.	11. Store bagged, soiled clothing for parents in an area inaccessible to children. Dispose of paper liner in trash can if used. Clean visible soil from changing area and disinfect the surface with bleach/water or an EPA approved product according to directions.
12. Adult washes hands. Record the change in the child’s log.	12. Adult washes hands. Record the change in the child’s log.
Handwashing Procedure:	
<ol style="list-style-type: none"> 1. Moisten hands with water and use liquid soap 2. Rub hands together away from water for 20 seconds 3. Rinse hands free of soap under running water 	<ol style="list-style-type: none"> 4. Leaving water running, dry hands with a clean paper towel or an air blower 5. Turn off faucet using paper towel 6. Throw the used paper towel into a hands-free trash can

*Note: All changes must be completed on a surface that can be disinfected after use. Because changing a child from the floor level or on a chair puts the adult in an awkward position and increases the risk of contamination it is recommended that a changing table be used when possible. (CFOC, 3rd Edition).