



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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**TITLE:** Ordering Changing Tables for Early Childhood Special Education Classrooms

**NUMBER:** REF-6763.0

**ISSUER:** Beth Kauffman, Associate Superintendent  
Division of Special Education

**DATE:** September 12, 2016

**ROUTING**  
 Elementary Schools  
 Instructional Area Superintendents  
 Instructional Directors  
 Special Education Service Center  
 Administrators  
 Elementary School Site  
 Administrators  
 Early Childhood Special Education  
 Teachers

**PURPOSE:** The purpose of this Reference Guide is to inform schools of the process to use when ordering a changing table and/or privacy screens for an early childhood special education classroom.

**MAJOR CHANGES:** This is a new Reference Guide. Changing tables and privacy screens are available for all preschool special education classrooms including Preschool for All Learners (PAL) classes, Preschool Comprehensive (PSC) classes, and Preschool Collaborative Classrooms (PCC). Classrooms currently using a student desk and mat must order a Changing Table.

**BACKGROUND:** Learning to use the toilet is an important developmental milestone that commonly occurs between 18 months and 3 ½ years of age. Children with special needs may take longer to learn to use the “potty.”

We help young children understand the association between relieving themselves and the bathroom by taking them to the restroom for diaper changes, providing opportunities for them to observe peers on the toilet, and to sit on the toilet themselves. Having the child sit on the toilet for a couple of minutes during scheduled times helps them to learn their body’s signal for when they need to use the toilet. Toileting is part of the normal classroom routine and is done at established times to help make toileting a habit.

In order to start learning to use the toilet, a child must be able to cooperate with an adult and help pull their diapers or loose pants up and down. We ask parents to dress their children in pants with an elastic waist rather than buttons and zippers which may be difficult for children to fasten and unfasten independently. Parents supply wet disposable wipes, disposable diapers, and a change of clothing for their child as we expect “accidents” while children are acquiring this new skill.





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- BACKGROUND (Continued):** Changing tables and privacy screens may be needed in early childhood restrooms and/or classrooms as children are acquiring toileting skills. Sinks with running water are required in rooms housing changing tables. Privacy screens are required if changing tables are in classrooms.
- PROCEDURES:** Ordering Materials  
To request a changing table or privacy screens, schools must submit Attachment A: Changing Table and Privacy Screens. Submit the form using one of the following options:
- School Mail: Division of Special Education, Early Childhood Special Education, Beaudry Building, Floor 17.
- Email: Michael Lopez Breaux at [mal30844@lausd.net](mailto:mal30844@lausd.net). Indicate “Changing Table” in the subject line. Include the form (attachment A) in the email.
- RELATED RESOURCES:** *Ordering Universal Precautions Materials*, REF-5959.2, dated November 2, 2015, issued by Division of Special Education
- Preschool for All Learners (PAL) Special Day Program*, REF-6449.0, dated January 26, 2015
- ASSISTANCE:** For assistance or further information, please contact Michael Lopez Breaux, Specialist, Early Childhood Special Education at 213-241-4713 or at [mal30844@lausd.net](mailto:mal30844@lausd.net)
- ATTACHMENTS:** Attachment A: Changing Table and Privacy Screens

### Changing Table and Privacy Screens

<b>School Name:</b>	
<b>Location Code:</b>	
<b>Contact Name:</b>	
<b>Room Number(s) for Delivery:</b>	
<b>Email:</b>	
<b>Phone Number:</b>	
<b>Additional Information:</b>	

<b>Item Description</b>	<b>Number Requested</b>
<p>Jonti-Craft Changing Table with Stairs 22 ½" width x 48" length x 39" height</p> 	
<p>Easy Clean Room Divider 59 ¼ "width x 15 ¾" depth x 47 ½" height</p> 	

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