

RISK REDUCTION PLAN *Program Year 2023*

LICENSED CHILD CARE CENTERS

Child care centers must develop a risk reduction plan that identifies the general risks to children served by the child care center. The license holder must establish specific policies and procedures or refer to existing policies and procedures that minimize identified risks, train staff on the procedures, and each calendar year review the procedures. [\[Minnesota Statutes, section 245A.66, subdivision 2\]](#)

PHYSICAL PLANT

Identify specific risks to children based on an assessment of the physical plant where licensed services are provided.

1. The assessment must include an evaluation of the required factors listed below in column 1.
2. Write each identified risk in column 2.
3. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, **OR** in column 4, reference existing policies and procedures that minimize each risk.

<i>Physical plant factors required to be assessed</i>	<i>Identified risks</i>	<i>Policies and procedures developed and implemented to minimize the risks</i>	<i>Existing policies and procedures that minimize the risks</i>
Condition and design of the facility	Community building with shared spaces	Adult programming separated with secured area & separated entrance Shared spaces sanitized after each use Visitors entering child care area must be screen using screening system (RAPTOR)	Children supervised by sight & sound at all times Shared spaces only used by 1 program at a time and sanitized between each group Sign in process to check background and identify visitors
Condition and design of the outdoor space	Playground Equipment	Courtyard used for children 0-3	All outdoor areas zoned for staff coverage 2 way radios used to support staff communication Daily indoor/outdoor inspection completed
Bathrooms	Jack & Jill bathroom Toddler/Preschool Room	Staff supervise by sight and sounds	Sight and sound supervision at all time
Storage areas	Built in cabinets	Safety locks used to child proof cabinets	Safety locks used to child proof cabinets Foam corners added to corners to reduce chance of injury
Accessibility of medications and cleaning products	Medications & toxic chemicals stored in secure and labeled location Non Toxic cleaning chemicals kept out of reach	All medications and chemicals are kept out of reach of children. Staff are trained annually on use and storage Sanitation checklist are completed daily in each area used	Storage of supplies and medications are kept out of reach of children and/or locked up.
Areas that are difficult to supervise	<ul style="list-style-type: none"> • Sanitizing Stations • Custodial Closet • Courtyard exits • Playground 	Sight and sound supervision at all times Only approved sanitizer is used at direction of staff when hand washing is not possible Playground is not use for children under 3, Areas are zoned for staff supervision and 2 way radios support	Children are never left unattended and supervised by sight and sound

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ENVIRONMENT

Identify specific risks to children based on an assessment of the physical plant where licensed services are provided.

1. The assessment must include an evaluation of the required factors listed below in column 1.
2. Write each identified risk in column
3. In column 3, write specific policies and procedures you have developed and implemented to minimize each risk, **OR** in column 4, reference existing policies and procedures that minimize each risk.

<i>Physical plant factors required to be assessed</i>	<i>Identified risks</i>	<i>Policies and procedures developed and implemented to minimize the risks</i>	<i>Existing policies and procedures that minimize the risks</i>
Type of grounds and terrain surrounding the building	Courtyard exits	Staff supervise children in sight and sound at all times and have 2 way radios for communication Courtyard is surrounded by windows for additional security and supervision of staff	Sight and sound supervision at all times 2-way radios for staff communication Outdoor areas are zoned for supervision and lower staff to child ratio is used when outdoors
Proximity to hazards, busy roads and publicly accessed businesses	Parking Lot Streets		Children must be accompanied by a parent/guardian at drop off and pick up. Supervising staff oversee sign in/out and transitioning in or out of building Staff create borders and use approved strollers when taking children outside areas not part of the identified 0-3 playground/courtyard

ADDITIONAL RISK OF HARM FACTORS TO CHILDREN

In addition to any program-specific risks identified under the physical plant and environment assessments, the risk reduction plan must address the risks identified below in **column 1**.

In **column 2**, write specific policies and procedures you have developed and implemented to minimize each risk, **OR** in column 3, reference existing policies and procedures that minimize each risk.

<i>Identified risks</i>	<i>Policies and procedures developed and implemented to minimize the risks</i>	<i>Existing policies and procedures that minimize the risks</i>
Closing children's fingers in doors, including cabinet doors	Safety gates are used to separate children from areas that pose a risk	Safety guards are on equipment/furniture etc. that pose a potential risk to children. Sight and sound supervision is used
Leaving children in the community without supervision	Children are NEVER left in the community without supervision of staff.	Children are NEVER left in the community without supervision of staff.
Children leaving the facility without supervision	Children NEVER leave the facility without supervision of staff, parent/guardian	Children NEVER leave the facility without supervision of staff, parent/guardian
Caregiver dislocation of children's elbows	Staff are trained on safe practices with children to avoid and prevent dislocation of children's elbow	Staff are trained on safe practices with children to avoid and prevent dislocation of children's elbow
Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm		Hot beverages are not allowed in areas where children are present.

food and beverages		
Injuries from equipment, such as scissors and glue guns		Equipment such as scissors, glue guns etc. are always kept out of reach.
Sunburn		Use of sunscreen is included as part of annual registration. Use of sunscreen and possible dangers of sun exposure are included in family handbook
Feeding children foods to which they are allergic	Program is a nut free area and children do not bring nut based foods	Action plans are completed for every child with an intolerance or allergy in addition to an ICCPP. Staff review action plans annually and as needed
Children falling from changing tables	Program consults with a nurse consultant on proper procedures for changing tables.	A child is never left unattended and staff follow licensing procedures as outlined by the nurse consultant and Caring for Our Children.
Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products		Program only uses approved cleaning products and follows sanitation guidelines approved by our health consultant.

ACCESSIBILITY OF HAZARDOUS ITEMS

The accessibility of hazardous items to children is prohibited at all times when children are present.

POLICIES AND PROCEDURES TO ENSURE ADEQUATE SUPERVISION OF CHILDREN.

The risk reduction plan must include specific policies and procedures to ensure adequate supervision of children at all times as defined under [Minnesota Statutes, section 245A.02, subdivision 18](#). The policies and procedures must include particular emphasis on the areas identified below in column 1.

In **column 2**, write specific policies and procedures developed and implemented to ensure children will be adequately supervised at all times.

Required areas to be addressed regarding supervision of children	Policies and procedures developed and implemented to ensure adequate supervision of children
Times when children are transitioned from one area within the facility to another.	Children are always supervised by sight and sound. Families follow procedures outlined in family handbook
Nap-time supervision for infant crib rooms: When an infant is placed in a crib to sleep, supervision occurs when a staff person is within sight or hearing of the infant, as specified under Minnesota Statutes, section 245A.02, subdivision 18 . When supervision of a crib room is provided by sight or hearing, the center must have a plan to address the other supervision component.	Staff ratios and supervision policies are followed during all times including nap/rest time. Children are supervised by sight and sound at all times.
Nap-time supervision for older age groups (toddler, preschool, school age as applicable): When children are asleep, supervision occurs when at least one staff person is within sight and hearing of the children. All other staff required to meet ratio and distribution requirements must be in the center and able to return to the area where children are sleeping when needed. When children begin to awaken, staff must return to the area as necessary to maintain ratio and distribution requirements based on the number of children who are awake.	Staff ratios and supervision policies are followed during all times including nap/rest time. Children are supervised by sight and sound at all times.
Child drop-off and pick-up times.	Supervising staff are available at drop off and pick up and assist families with daily transition.
Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks.	Outdoor door areas are checked and recorded daily for safety. When children are outdoors a lower staff to child ratio is followed and areas are zoned and assigned to staff to ensure appropriate supervision.

Supervision of children in hallways.	Children are supervised by sight and sound and transition in small groups when possible never exceeding the staff to child ratio.
Supervision of school age when using the restroom and visiting the child's personal storage space.	Children are supervised by sight or sound.
DATE RISK REDUCTION PLAN WAS INITIALLY COMPLETED: 2/1/2020	

ORIENTATION TO THE RISK REDUCTION PLAN

As part of orientation training under [Minnesota Statutes, section 245A.40, subdivision 1](#), the director, staff persons, substitutes, and unsupervised volunteers must successfully complete training on the center's risk reduction plan before starting assigned duties.

YEARLY REVIEW OF THE RISK REDUCTION PLAN

The license holder must review the risk reduction plan each calendar year and document the review. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including the following:

Program Name	License Number
Kids' Company Caring Hands Child Care	1101936
1. The assessment factors in the plan:	
2. The internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1 , (if any):	
3. A review of substantiated maltreatment findings, if any:	
4. A review of incidents that caused injury or harm to a child since the late review, if any:	
Based on the yearly review, what changes were made to the Risk Reduction Plan?	
A new playground was built in May 2021. Indications that the play structure was unsafe have been removed.	
Name and title of Person completing yearly review:	Date of yearly review:
Michelle Hess Program Coordinator	12/15/21

Following any change to the risk reduction plan, the license holder must inform staff persons of the changes in the risk reduction plan. The license holder must document that staff persons were informed of the changes.