



Child Care Center Risk Reduction Plan

Program Name: Lindgren Child Care Center **License #:** 800299

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 annually review the procedures. [Minnesota Statutes, section 245A.66, subdivision 2]

- 1. Physical Plant.** Identify specific risks to children based on an assessment of the physical plant where licensed services are provided. The assessment must include an evaluation of the required factors listed below in column 1. Write each identified risk in column 2; insert additional lines as needed. 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.

Physical plant factors required to be assessed	Identified risks	Policies and procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Condition and design of the facility	<p>Located on a State of Minnesota Public University campus</p>	<p>All children must be under an adult's supervision at all times. No staff member may ever leave a group of children without supervision.</p> <p>Teacher/child ratios for each age group must be maintained at all times. Teachers are responsible for knowing how many children are in their care at all times. Teachers are to position themselves in the classroom in order to view all the children at any time. The classrooms are arranged so that children can be readily observed in all areas. Mirrors are used in the preschool room in areas that may be problematic. The classroom is checked daily for safety of materials and arrangement.</p>	<p>*Daily Hazards checklist/Operations Manuel</p> <p>*General Supervision Policy/Operations Manuel</p>



Condition and design of the outdoor space	<p>Located on a State of Minnesota Public University campus</p>	<p>All children must be under an adult's supervision at all times. No staff member may ever leave a group of children without supervision. Teacher/child ratios for each age group must be maintained at all times. Teachers are responsible for knowing how many children are in their care at all times. Teachers are to position themselves in the classroom in order to view all the children at any time. The classrooms are arranged so that children can be readily observed in all areas. Mirrors are used in the preschool room in areas that may be problematic. The classroom is checked daily for safety of materials and arrangement.</p>	<p>*Daily Hazards checklist/Operations Manuel *General Supervision Policy/Operations Manuel</p>
Bathrooms	<p>Potential risks can happen in the bathroom because of the developmental level of the children at the center. Their judgment processes have not yet been developed; they can be impulsive, curious and unpredictable. Additionally, just the</p>	<p>Children must be taken to the bathroom by a staff member when they need to use the bathroom. The safety of the children in the bathroom is the responsibility of the teacher at all times. Teachers are responsible for cleaning up spills immediately. Besides being picked up during the</p>	<p>*Diaper Changing Policies & Procedures/Operations Manuel *Hand washing Procedures/Operations Manuel *General Supervision Policy/Operations Manuel</p>



	<p>fact that we are dealing with the bathroom other factors must be weighed in, such as natural silliness, sanitation issues, privacy issues, dealing with hard equipment (toilets, stall walls, etc.) and spills.</p>	<p>day, the bathrooms are also cleaned daily by the janitorial service.</p>	

Physical plant factors required to be assessed	Identified risks	Procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Storage areas	<p>Infant Storage—Toys and materials are stored on sturdy open shelving in metal/fabric baskets. These shelves are located in the sleeping room near an area that at times is used for play.</p>	<p>In addition to the general supervision of the children, areas will be locked that may pose a risk to children, cleaning products are purchased that are non-toxic (except for toilet bowl cleaner and bleach) and general policies are in place to protect the safety of the children. Staff is trained in the proper ways to dispense medication (for life threatening conditions only); parents are informed as to our medication procedures and the public health nurse reviews our policies regularly.</p>	<p>*Materials & Storage Safety Plan/Operations Manuel</p>
	<p>Toddler Storage—Toys and</p>		<p>*Materials & Storage</p>



	materials are stored in closed cabinets above the toddler eating area.		Safety Plan/Operations Manuel
	Preschool Storage—Toys and materials are stored in closed cabinets above the preschool play area.		*Materials & Storage Safety Plan/Operations Manuel
	Outside—Toys and materials are stored in a lockable shed within the playground area.		*Materials & Storage Safety Plan/Operations Manuel
Accessibility of medications and cleaning products	Medications The Lindgren Child Care Center does not administer medication to children unless it is a life threatening situation. For allergy situations epi-pens are at times located within the center	Staff is trained in the proper ways to dispense medication (for life threatening conditions only); parents are informed as to our medication procedures and the public health nurse reviews our policies regularly.	*Medications Plan/Operations Manuel *Allergy/Epi-Pen Policy/Operations Manuel *Food Allergy Action Plan/Operations Manuel *Medication Authorization/Operations Manuel
	Cleaning Products Cleaning Products are kept at all times in locked cabinets out of the reach of children.	In addition to the general supervision of the children, areas will be locked that may pose a risk to children, cleaning products are purchased that are non-toxic (except for toilet bowl cleaner and bleach) and general policies are in place to protect the safety of the children.	



<p>Areas that are difficult to supervise</p>	<p>Due to the ages of the children, their natural curiosity and impulsive behavior the staff must be aware of their whereabouts at all times, which includes in the classroom, while interacting with other children or parents, in taking a child to the bathroom, on the playground and walks throughout campus.</p>	<p>Lindgren’s classrooms are set up as teams, there at a minimum of two staff members with the children at all times, so one should always be aware of all of the children when the other is involved with different children or projects. Rooms are also set up to avoid areas that are difficult to supervise. In areas that might pose vision obstruction mirrors are used to aid the staff person’s supervision capabilities.</p>	<p>*General Supervision Policy/Operations Manuel</p>

2. Environment. Identify specific risks to children based on an assessment of the environment for each facility. The assessment must include an evaluation of the required factors listed below in column 1. Write each identified risk in column 2; insert additional lines as needed. 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.

Environmental factors required to be assessed	Identified risks	Policies and procedures developed and implemented to minimize the risks	Existing policies and procedures that minimize the risks
Type of	The Lindgren Child Care Center has two open	The staff is responsible to know the whereabouts of	*Outings & Outside/Operations



<p>grounds and terrain surrounding the building</p>	<p>sides to the University Community both sides have sidewalks with one next to a parking lot and the other, a grassy area. The West parking lot presents inherent risks. The children are periodically taken on walks throughout campus. Extra care is taken to ensure child safety including low staff/child ratios.</p>	<p>the children at all times. When the children go out to the playground they go out as a group led by their teacher. Parents are reminded through policy, email, and talking with the staff that they need to be with their children. The playground is checked daily for hazards.</p>	<p>Manuel</p>
<p>Proximity to hazards, busy roads, and publicly accessed businesses</p>	<p>The center is located in an academic building which is located on a university campus. The parking lot to the West of the building offers the largest risk. The center is open to the university community during the day and offers itself to the academic community by being a practicum site for numerous academic departments.</p>	<p>Staff is trained to speak to all visitors that enter the center and assist them in finding the appropriate information. There are very specific procedures to be followed on outings that staff are trained in. First aid kits go on all outings; they are also located in each classroom and on the playground. Staff follow a clear system of identification of the children (face to name) when doing regular head checks on outings. Low child to staff ratios than are followed in the center are followed on outings.</p>	<p>*General Supervision Policy/Operations Manuel *First Aid Kits/Operations Manuel *Missing Child Procedure/Operations Manuel</p>



3. 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.

Identified risks	Policies and procedures developed and implemented to minimize the risk	Existing policies and procedures that minimize the risk
Closing children’s fingers in doors, including cabinet doors	<p>*Finger guards are attached to the majority of all hinged classroom/bathroom/general doors</p> <p>*Children are under supervision of staff at all times</p>	<p>*General Supervision Policy/Operations Manuel</p>
Leaving children in the community without supervision	<p>*Children are tracked regularly on outings using a name to face count</p> <p>*Specific children are assigned to specific staff on field trips</p> <p>*Low staff: child ratios are followed on Outings</p>	<p>*Outings & Outside/Operations Manuel</p>
Children leaving the facility without supervision	<p>*Children are supervised by staff at all times</p> <p>*Staff interact with children on the playground</p>	<p>*General Supervision Policy/Operations Manuel</p> <p>*Arrival and Departures/Operations</p>



	*Parents must let staff know when they are picking up and dropping off their children	Manuel
Caregiver dislocation of children's elbows	*Training for staff on the proper way to pick up children *Training on what to do if a child "flops" on the floor	*Lifting and Handling Children/Operations Manuel
Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages	*No hot liquids in the classroom *Microwave is used in Preschool Room for food preparation.	*General Supervision Policy/Operations Manuel *Microwave Oven Safety Guidelines/Operations Manuel
Injuries from equipment, such as scissors and glue guns	*glue guns are never used by children *children's safety scissors in the classroom *teacher's scissors are kept up in the locked cabinets or out of the reach of all children	*Dangerous Equipment Policy/Operations Manuel
Sunburn	Because children can be burned when exposed to the intensity of the sun sunscreen is used following the sunscreen application policy.	*Outdoor Safety/Operations Manuel
Feeding children foods to which they are allergic	*All children with allergies have the proper forms filled out *All children with allergies have posted signed up in the classrooms and the kitchen *Choking hazard foods are listed in the rooms and kitchen	*Allergies Policy/Operations Manuel *Food Allergy Action Plan/Operations Manuel *Food Preparation and Storage/Operations Manuel
Children falling from changing tables	Staff are trained to keep one hand on a child who is on the diaper changing area at all times.	*Diapering Procedures/Operations Manuel *General Supervision Policy/Operations Manuel
Children accessing dangerous items or chemicals or coming into contact	All harmful cleaning products are kept in locked or inaccessible areas.	*Cleaning and Disinfection Policy/Operations Manuel



with residue from harmful cleaning products		
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4. Accessibility of hazardous items. The accessibility of hazardous items to children is prohibited at all times when children are present.
*** Materials & Storage Safety Plan/Operations Manual**
***Daily Hazard Checklists/Operations Manual**

5. 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	Outings and Outside Policy/Operations Manual General Supervision Policy/Operations Manual
Nap-time supervision, including infant crib rooms, as specified under Minnesota Statutes, section 245A.02, subdivision 18, which requires that when an infant is placed in a crib to sleep, supervision occurs when a staff person is within sight or hearing of the infant. When supervision of a crib room is provided by sight or hearing, the center must have a plan to address the other supervision component	Nap and Resting/Operations Manual
Child drop-off and pick-up times	Arrival and Departures/Operations Manual
Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks	Outings and Outside Policy/Operations Manual General Supervision Policy/Operations Manual
Supervision of children in hallways	General Supervision Policy/Operations Manual



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Date risk reduction plan was initially completed: _____11/2009_____

6. Orientation to the risk reduction plan. The license holder shall ensure that all mandated reporters, as defined in section 626.556, subdivision 3, who are under the control of the license holder, receive an orientation to the risk reduction plan prior to first providing unsupervised direct contact services, as defined in section 245C.02, subdivision 11, to children, not to exceed 14 days from the first supervised direct contact, and annually thereafter. Documentation of orientation to the risk reduction plan must be documented in each mandated reporter’s personnel record. [MN Statutes, section 245A.66, subdivision 3]

***All staff will have orientation in the risk reduction plan when they are hired and then yearly in August when all yearly information must be reviewed.**

7. Annual review of the risk reduction plan. The license holder must review the risk reduction plan annually. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including the following:

- (1) the assessment factors in the plan;
- (2) the internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1, if any;
- (3) substantiated maltreatment findings, if any; and
- (4) incidents that caused injury or harm to a child, if any, that occurred since the last review.

Following any change to the risk reduction plan, the license holder must inform mandated reporters, under the control of the license holder, of the changes in the risk reduction plan. The annual review of the risk reduction plan or changes in the plan must be documented in the center’s administrative records.