

# Child Care Center Risk Reduction Plan

**Program Name:** Hand In Hand Christian Montessori/Bloomington Campus

**Current License #:** 1079486 **New License #** \_\_\_\_\_

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	Doors	Hand in Hand Christian Montessori Bloomington Campus has two exterior doors and two interior doors. The exterior doors have an alarm. The interior doors will be locked from the outside after school has begun. Entrance will be gained only through the office.	<b>Staff Handbook-</b> General Security Procedures
Condition and design of the outdoor space	Playground Garden	We have a large green space in the center of the campus on the north side of our building. It is not fenced but is removed from any car traffic. When transitioning from one area to another, children will form a line and travel with staff on either end. Staff will be supervising at all times and take a head count of all children moving and playing on the playground.	<b>Parent Policies</b> Drop-off & Pick-up Policies Curb-side Pick up Protocol
	Parking Lot	The parking spaces (are being) designed to be immediately outside the entrance of the building. Landscaping has been redone as well as Caution: Children Playing signs are used. Speed bumps are being installed. Parent will be able to have curbside drop-off or park and walk their children into the school holding their hands while crossing the street.	

Bathrooms	Accessible from classroom	In our children's house, there is a door between the classroom and the bathroom to allow the children to remain supervised at all times and have easy access to the bathroom. Children are monitored at all times. Elementary-aged children use the single-stall bathroom in the hallway and are supervised by staff going to and from the bathroom.	<b>Staff Handbook</b> Restroom Policies/Procedures
	Accessible Height	Low step stools and containers of soap have been placed in reach of the smaller children.	
	Safety	Adults are trained to help young children without touching them inappropriately when assisting them in the bathroom. Doors are left open and no adult would be in a closed area with one child.	

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	Teacher Only Supplies	Both the Teacher's Closet and the Janitor's Closet are not accessible to the children. These closets contain harmful chemicals and dangerous items which are kept out of reach.	<b>Staff Handbook</b> Maintaining Environmental Health (Cleaning Products)
Accessibility of medications and cleaning products	Medication	Medication is stored in the Office Director's office in a file cabinet.	<b>Staff Handbook</b> Medication Administration

	Chemicals and Cleaning Products	Chemicals are locked in the Janitor's closet and used only after hours. All other cleaners are non-toxic and available for cleaning during the day.	<b>Staff Handbook</b> Maintaining Environmental Health (Cleaning Products)
Areas that are difficult to supervise	Bathroom	An opening/door has been installed between the classroom and the bathroom. The door will remain open, but the child closes the stalls.	<b>Staff Handbook-</b> General Security Procedure
	Solarium/Indoor Garden	Children who are planting in the solarium will be accompanied by staff. When they are transitioning, they will form a line and will supervise the children at all time.	

**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 grounds and terrain surrounding the building	Auto Club Road is the road outside of the center. Parent turn off the road and come to the front of the school. Parking stalls, speed bumps, caution signs and a space designated for drop-off have all been created.	Parents will either use curb side drop off where a staff member will ensure the safety of the child from car to door OR parents will park and walk their children into the classroom and for younger children, we ask parents to hold their hands. The staff monitors both exterior and interior doors during entrance and exit times: 8:45/12:00/3:15.	<b>Parent Policies</b> Drop-off & Pick-up Policies Curb-side Pick up Protocol
Proximity to	The center is located on a college campus, therefore college	Doors to the classroom will be locked from the outside and entrance will only be gained through the Office, ensuring that no public access is available during	<b>Staff Handbook-</b> General Security Procedures

hazards, busy roads, and publicly accessed businesses

students and other faculty members will be coming and going in the hallways.

school hours. If a child leaves to go into the hallway, a staff member will stand by the open door as the children (let's say retrieves something from their backpack) and then closes door when child returns. The room is self-contained to avoid the need to leave.

**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	Doors will either be propped open with a latch or will remain closed. If children are traveling through doorways, staff will ensure their finger safety. In addition, children will be discouraged from operating the doors.	
Leaving children in the community without supervision	All HIH Staff are trained on our supervision policies which includes sight and sound at all times.	<b>Staff Manual—</b> General Security Procedures
Children leaving the facility without supervision	All HIH Staff are trained never to leave a child unattended for any reason and receive orientation for this day # 1.  In addition, All HIH staff are trained to follow the authorized pick-up procedure, ask for ID if someone is not recognizable and keep supervision of children at all times.	<b>Staff Manual—</b> General Security Procedures
Caregiver dislocation of children's elbows	All HIH staff are trained in the proper handling of children paying attention to the risk of grabbing or playing with a children by the arms.	Reviewed during AHT training annually
Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages	All HIH Staff is trained in the proper risk of hot foods, and there is no microwave available in the classroom. The only time warm food is served in the classroom is at a parent accompanied party or event where the parents are with their child. Food will be tested by the staff to ensure it is a safe temperature.	<b>Staff Manual—</b> General Safety Procedures
Injuries from equipment, such as scissors and glue guns	Adult scissors or glue guns will only be used in the hands of adult and stored in locked cabinet when not in use. Elementary-aged children have lessons in the proper way to use equipment and there is on-going observation to ensure that equipment	<b>Staff Manual—</b> General Security Procedures

	continues to be used appropriately.	
Sunburn	Parents are advised to use sunscreen at home before coming to school.  Children who are playing outside in extreme sun or heat will have suggestion to wear a hat and to drink water frequently with their water bottles. Fresh supply of water is also available in the classroom	<b>Parent Policies</b>
Feeding children foods to which they are allergic	Parents fill out a registration form and medical form. An annual health worksheet is also filled out by parents reviewed by classroom teachers/staff. Severe allergies are discussed with the health care consultant and have an ICCPP. An action plan is devised and a red "Allergy Alert" binder and notice is available in the classroom for all staff to see.	<b>Allergy Information Letter</b>
Children falling from changing tables		N/A
Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products	All HIH Staff are trained to keep chemicals and cleaning supplies out the reach of children in either the teacher's closet or the janitor's closet. Non-toxic cleaning supplies are kept in the classroom and children are given instruction on how to use them.	<b>Staff Manual—</b> General Security Procedures

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

**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	Policies and procedures developed
Regarding supervision of children	And implemented to ensure adequate Supervision of children
Times when children are transitioned from one area within the facility to another	Lines are formed and staff members walk in the front and back. Headcounts are taken frequently.
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	Naptime is achieved by both sight and sound and supervision is offered the entire time. Appropriate staff ratios occur when children are awake and asleep.

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	
Child drop-off and pick-up times	Children are given directly from their parent to a staff member either through curbside drop-off or at the classroom door. Children who are retrieved mid-day will be “signed-out” in a log kept in the office.
Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks	Walking field trips may be taken with direct permission from the parents. Staff will form a line with the children and will stand at the beginning or end. Staff will keep a regular head count of children at all time.
Supervision of children in hallways	Children will always be supervised in the hallways during the transition periods or during indoor recess. In such a case, staff will supervise at all time by both sight and sound.

Date risk reduction plan was initially completed: September 1<sup>st</sup>, 2015\_\_\_\_\_

Page 5 Minnesota Department of Human Services Division of Licensing *Office of Inspector General* November 2012

**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]

**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. (2) the internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1, if any;
3. (3) substantiated maltreatment findings, if any; and
4. (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.

### **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:

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

**Program Name: Hand In Hand Christian Montessori/Bloomington Campus**

**Current License #: 1079486      New License # \_\_\_\_\_**

Based on the annual review, what changes were made to the risk reduction plan?

Changes and Policies were made for just this school year due to Covid. See changes in our Covid Preparedness Plan

Name and title of person completing annual review:

Christine Bredemus, Campus Director

Date of annual review: 8/31/2020