

# Child Care Center Risk Reduction Plan

Program Name: **Nonna's Intergenerational Christian Montessori Daycare**

Current License #: 1095456 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	The interior doors have an alarm and will be locked from the outside after school has begun. Entrance will be gained only through the office. All other doors to the facility are kept locked at all times. Inside doors have covered jams so fingers aren't pinched.	<b>Staff Handbook-</b> General Security Procedures
Condition and design of the outdoor space	Playground and Outdoor Garden	We have a fenced in outdoor space accessed through each classroom door. 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.	
	Parking Lot	The covered parking garage is available outside the entrance of the building. Parents will be able to park and walk their children into the building holding their hands while entering or crossing the street.	<b>Parent Policies</b> Drop-off & Pick-up Policies Curb-side Pick-up Protocol

Bathrooms	Accessible from classroom	We have installed 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. Teachers are within earshot of bathrooms	
	Accessible Height	Low step stools and containers of soap have been placed in reach of the children.	
	Safety	Adults are trained to help 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. Small curtains are hung allowing modesty yet hearing young children needing help	<b>Staff Handbook</b> Restroom Policies/Procedures
Storage areas	Teacher Only Supplies	The Janitor's Closet is locked and 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 outside the access of any children.	<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. All cleaning supplies are locked up or out of reach in our classrooms.	<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 as well as the stalls Teachers are within earshot of bathrooms	
	Transitioning between specialist rooms and lunch	Children who are in the hallways will be accompanied by staff. When they are transitioning, they will form a line and will supervise the children at all times.	<b>Staff Handbook-</b> General Security Procedure

**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.

<b>Environmental factors required to be assessed</b>	<b>Identified risks</b>	<b>Policies and procedures developed and implemented to minimize the risks</b>	<b>Existing policies and procedures that minimize the risks</b>
Type of grounds and terrain surrounding the building	The facility is located on the corner of two busy roads, but set well back from these roads.	Parents will park and walk their children to and from the building.	<b>Parent Policies</b> Drop-off & Pick-up Policies
Proximity to hazards, busy roads, and publicly accessed businesses	The school is connected to a Presbyterian Homes Community and share a door access hallway to a restaurant.	The business/offices of the Presbyterian Homes are located in a separated building so the children do not have any access to people not directly connected to the day care center. The front desk receptionist manages any needs of both Adult and Child Day Care communities.	

**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 small wooded stopper 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. Door jamb procedures.	
Leaving children in the community without supervision	All NONNA'S Staff are trained on our supervision policies which includes sight and sound at all times.	Staff Handbook- General Security Procedure
Children leaving the facility without supervision	All NONNA'S Staff are trained never to leave a child unattended for any reason and receive orientation for this day # 1.  In addition, All NONNA'S 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.	Staff Handbook- General Security Procedures
Caregiver dislocation of children's elbows	All NONNA'S staff are trained in the proper handling of children paying attention to the risk of grabbing or playing with a child by the arms.	
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 NONNA'S Staff is trained in the proper risk of hot foods, and there is no microwave available. Staff members do test food and beverage before serving it to the young children	
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 out of the children's reach when not in use.	
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	Parent Policies
Feeding children foods to which they are allergic	Parents will out a registration form and a medical form alerting staff of potential allergy. These allergies are then discussed with the school nurse. An action plan is devised and a red "Allergy Alert!" posting is available in the classroom for all staff to see. Tables are available designated as "peanut-free."	Allergy Information Letter
Children falling from changing table	Changing tables that include safety belts offer the most protection. Babies should never be left alone on a changing table, to reduce the risk of falls.	

Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products	All NONNA'S 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 Handbook</b> Maintaining Environmental Health (Cleaning Products)
--	--	--

**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 regarding supervision of children	Policies and procedures developed and implemented to ensure adequate
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 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	Naptime is achieved by both sight and sound and supervision is offered the entire time. A map of the napping maps, children and head/toe placement are provided. Appropriate staff ratios occur when children are awake.
Child drop-off and pick-up times	Children are given directly from their parent to a staff member at the classroom door.
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 transitions 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: 10/28/2015

**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.

Page 6 Minnesota Department of Human Services Division of Licensing *Office of Inspector General* November 2012

### **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: Nonna's Intergenerational Christian Montessori Daycare**

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

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

Name and title of person completing annual review:

Michelle A. Lee Thompson, Executive Director

Date of annual review:

Page 7 Minnesota Department of Human Services Division of Licensing *Office of Inspector General* November 2012