



Child Care Center Risk Reduction Plan

Program Name: Faithful Beginnings at St. Anne’s School

License #: 1086554

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
<p>Condition and design of the facility: Faithful Beginnings at St. Anne’s School is located inside of St. Anne’s School. Our school was built in 1956. It is an older building that has had changes and updates as deemed necessary over time. The preschool occupies two classrooms within the building. The exterior access to</p>	<p>Partially enclosed areas of the classroom, i.e. taller shelves</p>	<p>All children are supervised within sight and hearing of adults at all times. Areas and situations where sightlines are challenging are identified and discussed with program employees and minimized as much as possible.</p>	<p>Reference: Faithful Beginnings Parent/Student Policies Handbook, Staff Development/ Orientation Training and Parent/Teacher Conferences.</p>



<p>the school is locked. The school has a doorbell system to let parents and guardians in for drop-off and pick-up. The Preschool is located in a residential neighborhood. The preschool has a playground just outside of the school, which is surrounded by grass fields, a baseball field and corn fields, with close bathroom access, just inside the playground entry. Playground is enclosed by a fence with two gates that remain locked while children are outdoors. The indoor large muscle area is located down the hallway in the gym.</p>	<p>Bathroom, when children are in the stalls observation is limited.</p>	<p>All children are supervised within sight and hearing of adults at all times. Areas and situations where sightlines are challenging are identified and discussed with program employees.</p>	
	<p>Playground; climber where sight lines can be partially obscured, pea gravel on the ground could be a choking hazard.</p>	<p>All children are supervised within sight and hearing of adults at all times. Areas and situations where sightlines are challenging are identified and discussed with program employees.</p>	
<p>Condition and design of the outdoor space: The outdoor space the children use consists of pea gravel, concrete sidewalk, and grass. The outdoor playground has three pieces of permanent climbing</p>	<p>The grass and pea rock are soft but the concrete is a rough surface, which could cause an injury to a falling child.</p>	<p>Children are supervised at all times. Children are given rules and reminders as to acceptable behavior. Staff members consistently move about and monitor the children, especially when</p>	<p>Reference: Faithful Beginnings Parent/Student Policies Handbook, Staff Development/Orientation Training and Parent Teacher Conferences</p>



<p>equipment designed for ages 3-7, a zip-line designed for ages 3-7. The entire playground surface is covered with pea gravel. Play equipment for outdoor use is kept in a locked shed just outside of the school.</p> <p>There are visual boundaries of sidewalks, buildings, and a hill to which children are taught not to cross. The playground is surrounded by a fence.</p>		<p>moving from the building to the playground.</p>	
	<p>The program is located in a residential neighborhood. Streets and public walking path pose risk to pedestrians.</p>	<p>The children are taught traffic safety and will not cross the street without a teacher/parent present. Children will not cross until the teacher/parent tells them it is safe and crosses with them. When teachers and children walk through the neighborhood, one teacher leads and one follows at the end of the line.</p>	



<p>Classrooms: Both preschool classrooms are in close proximity of a bathroom. One of the bathrooms is located between the pre-k 4 and kindergarten classrooms. The other bathroom is just outside of the pre-k 3 classroom. The large bathroom contains 3 stalls in the girls and 2 stalls with 2 urinals in the boys bathrooms and three leveled sinks in each. Pump soap is dispensed a small amount at a time. Paper towels are dispensed one sheet at a time and disposed of in the trash located near each sink. Children are taught and reminded of proper hand washing techniques. The school age children also use the large school bathrooms.</p>	<p>Slippery floors and surfaces. (step stools) could cause injuries.</p>	<p>St. Anne’s policy is to clean up spills immediately to reduce the risk of harm from slipping. Only non-skid stools are used. If a spill is too much for an individual staff person to clean up we can contact maintenance.</p>	<p>Reference: Faithful Beginnings Parent/Student Policies Handbook, Staff Development/Orientation Training and Parent Teacher Conferences</p>
	<p>Bodily harm could occur if children come into direct contact with cleaning supplies and chemicals.</p>	<p>Bathroom cleaning supplies are kept in original, labeled containers, away from children in a locked storage space.</p>	
	<p>Unsanitary conditions could cause illness.</p>	<p>The bathroom is cleaned and sanitized on a daily basis. Areas that become dirty or unsanitary throughout the day are disinfected as needed.</p>	
	<p>Water temperature. Too hot could cause burns.</p>	<p>Water temperature is monitored to ensure that the temperature is never higher than 120 degrees.</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	Partially enclosed areas of the classroom, i.e. taller shelves and locker/cubby areas.	All children are supervised within sight and hearing of adults at all times. Areas and situations where sightlines are challenging are identified and discussed with program employees and minimized as much as possible. Children are not allowed to be in the cubby areas unaccompanied by an adult.	Reference: Faithful Beginnings Parent/Student Policies Handbook, Staff Development/Orientation Training and Parent Teacher Conferences
Accessibility of medications and cleaning products	Bodily harm could occur if children come into direct contact with medications.	Medications are stored out of reach of children in a locked cabinet. Staff are trained to follow procedures in place regarding the storage of medication.	Reference: Faithful Beginnings Parent/Student Policies Handbook, Staff Development/Orientation Training and Parent Teacher Conferences



<p>Areas that are difficult to supervise:</p>	<p>Hallway, the bathroom, playground, and field trips can be difficult to supervise and carry an increased risk of injury.</p>	<p>All children are supervised within sight and hearing of adults at all times. Areas and situations where sightlines are challenging are identified and discussed with program employees and minimized as much as possible. Children are not allowed to be in the hallway unaccompanied by an adult. Staff members are positioned in a way to directly supervise and assist children as needed. When children use the bathroom, staff members are positioned so that someone is in the bathroom supervising the children and someone else is outside to monitor the children who have finished in the bathroom. On the playground staff members spread out and survey/monitor the scene and play. On field trips the children wear red shirts to make identification and head counts easier and more efficient. We</p>	
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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	The grass and pea gravel are soft but the concrete is a rough surface, which could cause an injury to a falling child.	Children are supervised at all times. Children are given rules and reminders as to acceptable behavior. The playground is covered with pea gravel. Staff members consistently move about and monitor the children, especially when moving from the building to the playground.	



<p>Proximity to hazards, busy roads, and publicly accessed businesses: The program is located in a residential neighborhood but within walking distance of a community walking trail.</p>	<p>There may be increased traffic on the walking trail in the neighborhood due to the season or time of day.</p>	<p>The children are taught traffic safety and will not cross the street without a teacher/parent present. Children are taught stranger safety and will not approach the walking trail or anyone on it. Children will not cross a street until the teacher/parent tells them it is safe and crosses with them. When teachers and children walk through the neighborhood, one teacher leads and one follows at the end of the line.</p>	<p>Reference: Faithful Beginnings Parent/Student Policies Handbook, Staff Development/Orientation Training and Parent Teacher Conferences</p>
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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	Only adults are allowed to hold doors. Classroom doors have plastic pinch guards on the hinged side.	



<p>Leaving children in the community without supervision</p>	<p>Check policy</p>	<p>Reference: Faithful Beginnings Parent/Student Policies Handbook, Health and Safety Policies Book, Health Consultation Manuel, Child Care Alerts, Rule 3, Program Plans, Staff Development/Orientation Training and Parent Teacher Conferences</p>
<p>Children leaving the facility without supervision</p>	<p>Children are released to parents or guardians unless we receive permission from the parent or guardian for another adult to pick up their child.</p>	
<p>Caregiver dislocation of children's elbows</p>	<p>The employees are taught to pick up children only if necessary. When picking up children, staff use two hands and pick the child up under the arms. No one is allowed to pull or swing children by the arm(s).</p>	
<p>Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages</p>	<p>Staff will not heat food or beverages for children. Staff members do not share food with children.</p>	



<p>Injuries from equipment, such as scissors and glue guns</p>	<p>Staff are the only ones to use glue guns in our program. All scissors that are accessible to children are child proof with blunt ends. Children are supervised while working on projects with scissors and taught the proper way to handle scissors. Adult scissors are kept out of reach of children and only adults are allowed to use them.</p>	<p>Reference: Faithful Beginnings Parent/Student Policies Handbook, First-aid policies</p>
<p>Sunburn</p>	<p>Outside time is limited to protect children from over-exposure to the sun. Parents must apply sunscreen to children before coming to school. If sunscreen is sent with individual children it must be labeled with the child's name. When a teacher applies they must use gloves and change gloves if more than one child needs sunscreen applied. We play in areas that have available shade.</p>	<p>Reference: Faithful Beginnings Parent/Student Policies Handbook</p>
<p>Feeding children foods to which they are allergic</p>	<p>The staff is informed of all child allergies. A list of all children/allergies is posted in each classroom as well as the staff room where snack is prepared.</p>	



<p>Children falling from changing tables</p>	<p>NA: We do not enroll children who are not toilet trained. For children who need to have clothes changed, they do so standing on the floor. We do not use changing tables.</p>	
<p>Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products</p>	<p>Cleaning products are stored out of reach (table cleaner) or in locked storage (bathroom) in original containers with proper labels. The custodians complete the deep cleaning of the classrooms and bathrooms before the center opens in the morning and/or after the center closes for the evening. Any clean up that occurs during the day when the center is open, is done safely and efficiently by the staff or maintenance as needed. The children are removed from the areas that require a “spot” clean.</p>	

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 supervision of children
Times when children are transitioned from one area within the facility to another	Children are supervised at all times. One staff member leads the group of children while the other staff member follows at the end of the line to ensure that everyone in the group stays together.
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	Children are supervised at all times. Staff members will position themselves so that they have a clear view of the room. Staff members will always remain within sight and sound of the children in the classroom.
Child drop-off and pick-up times	Children are supervised at all times. When dropping off parents are required to walk children to the building where there will be an adult waiting to escort them inside. When coming off the bus, an adult will be waiting to help escort off the bus and to the school. At pick up time, parents are required to check in with the staff members on duty before taking their child from the premises. At pick up time, students are escorted and assisted when entering the bus by an adult. Parents must contact the center ahead of time if



	<p>someone other than a parent is picking up. The staff check the identification of the parent approved alternate pick-up person to verify identity.</p>
<p>Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks</p>	<p>Children are supervised at all times. We maintain the appropriate ratio of staff to children at all times on the playground and on our field trips. On field trips, children wear red or St. Anne’s shirts so we can identify them quickly when doing a head, face and name count. Staff members consistently monitor and count the children while on field trips or playing outside. Staff carry class lists, cell phones, emergency info and first aid kits.</p>
<p>Supervision of children in hallways</p>	<p>Children are supervised at all times. One staff member leads the group of children in the hallway while the other staff member follows at the end of the line to ensure that everyone in the group stays together.</p>

Date risk reduction plan was initially completed: April 2017 Reviewed April 5, 2018

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 have documentation of orientation to the Risk Reduction Plan in their personnel folders.



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;

The descriptions and assessment factors in the plan were reviewed and updated where needed.

(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. [On 12/11/2015 we filed a report on the DHS Child Care Center injury/Incident Report Form when two children collided while running and one child needed to be seen and ultimately received stitches.](#)

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.

Program Name: **Faithful Beginnings at St. Anne's School**

License #: **1086554**

Name and title of person completing annual review: **Anne Lewis, Principal**

Date of annual review: **August 20, 2020**