

OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

Risk Reduction Plan for Licensed Child Care Centers

***IMPORTANT:** If you are not able to complete this form online, click [Print Blank Form](#) to print the form and complete it by hand.

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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.

| Physical plant factors required to be assessed | Identified risks | Policies and procedures developed and implemented to minimize risks | Existing policies and procedures that minimize the risks |
|--|---|--|---|
| <p>Condition and design of the facility</p> | <p>During scheduled times, LADC children will Currently occupy the Kinderstart, Discovery, Older Explorers, Young Explorers and Infant classrooms under teacher supervision. LADC children will also use the gym under teacher supervision.</p> <p>Facility The building has 5 entrances which increases the risk of children leaving the building. Locked doors always around building. Maintenance Our buildings are maintained by our partner churches so there is a risk to children if repairs don't happen in a timely fashion. Hallways and Doorways – A potential risks exists for LADC children if the doors and hallways are not kept free of obstacles. This is particularly challenging because other organizations use the church space on a regular basis.</p> <p>Pinched Fingers in Doorways – LADC transition to various spaces throughout their day and so have an increased risk of getting their fingers pinched in the doors.</p> <p>Facility The building has 3 entrances which increases the risk of children leaving the building. Locked doors always around building. Maintenance Our buildings are maintained by our partner churches so there is a risk to children if repairs don't happen in a timely fashion. Hallways and Doorways – A potential risks exists for LADC children if the doors and hallways are not kept free of obstacles. This is particularly challenging because other organizations use the church space on a regular basis.</p> <p>Pinched Fingers in Doorways – LADC transition to various spaces throughout their day and so have an increased risk of getting their fingers pinched in the doors.</p> | <p>Facility – Classroom doors are closed and children are supervised at all times. Front Door security system installed Parents are given fobs. Infant room entrance is not used as parent entry. These nearby doors remained locked for entry. Nearby infant classroom functions as an emergency exit.</p> <p>Facility Maintenance – The churches have a Facility Manager on-site during the LADC hours of operation. All building issues go directly to them and they are dealt with promptly.</p> <p>Hallways and Doorways – The LADC Daily Safety Checklist is posted for full viewing of all who use the space. Keeping doorways and hallways free of obstacles is listed on the checklist.</p> <p>Pinched Fingers in Doorways – A “Safe-zone” has been established with tape so that children stand away from doors that are opening and closing.</p> <p>Indoor Gym– LADC teachers divide children into small groups of 10 or less children, with designated running areas away from other group activities.</p> | <p>In order to minimize risk for children who attend LADC the following Policy and Procedures are in place, found in the Employee Policies and Procedures Manual:</p> <ol style="list-style-type: none"> 1. Food and Nutrition Policy 2. Daily Safety Checklist 3. Bathroom Cleaning Daily Checklist 4. Program Plan for Emotional Health 5. Health and Safety Policy 6. Environmental Policy 7. Special Feeding Needs Policy 8. Behavior Guidance Policy |

| Physical plant factors required to be assessed | Identified risks | Policies and procedures developed and implemented to minimize risks | Existing policies and procedures that minimize the risks |
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| <p>Condition and design of the outdoor space</p> | <p>Playground The playground area is fenced with one gate for entrance and exit, next to the parking lot. The risk is that children could get out of the playground through the gate if not supervised.</p> <p>Playground Supervision: Because there is a lot of activity and children on the playground at one time, the risk exists for children to get hurt while playing.</p> <p>Playground Placement – Since the playground is located across the parking lot and near a low traveled residential street, there is a risk to children coming and going from the playground and building</p> | <p>Playground – A chain and clip is wrapped around the gate entrance so that children can't get out; teachers/ staff unlock gate to dismiss children directly to parent.</p> <p>Playground Supervision: As stated in our Playground Safety Policy, staff are divided into areas of the playground so that all children are visible at all times.. When stem playhouse is open for use, staff are present inside to supervise children.</p> <p>Transition to Playground at Faith: Pre-k playground is accessible by church parking lot. All staff are trained on specific procedure to transition children using street crossing and parking lot.</p> <p>Toddler Playground is located on west side of church/program building accessible by side walk and close by entrance.</p> <p>Playground Placement – LADC has a Playground Transportation Policy that details how children are safely transitioned from the building to the playground with the teaching staff.</p> <p>Playground – A chain and clip is wrapped around the gate entrance so that children can't get out; teachers/ staff unlock gate to dismiss children directly to parent.</p> <p>Playground Supervision: As stated in our Playground Safety Policy, staff are divided into areas of the playground so that all children are visible at all times.. When stem playhouse is open for use, staff are present inside to supervise children.</p> <p>Staff are trained to count children at entry to playground and departure. Teaches stop at gate to gather children, count attendance, gather first aid bag before leaving. Toddlers use walking rings to and from playground.</p> | <p>In order to minimize risk for children who attend LADC the following Policy and Procedures are in place, found in the Employee Policies and Procedures Manual:</p> <ol style="list-style-type: none"> 1. Food and Nutrition Policy 2. Daily Safety Checklist 3. Bathroom Cleaning Daily Checklist 4. Program Plan for Emotional Health 5. Health and Safety Policy 6. Environmental Policy 7. Special Feeding Needs Policy 8. Behavior Guidance Policy |

| Physical plant factors required to be assessed | Identified risks | Policies and procedures developed and implemented to minimize risks | Existing policies and procedures that minimize the risks |
|---|---|--|---|
| Bathrooms | <p>LADC children use the bathrooms located near the preschool classrooms under teacher supervision</p> <p>Toddler and Discovery have bathrooms, sinks within classrooms</p> <p>Wet Floors – Because children use them independently in the preschool rooms, there is a risk of falling if water is dripped on the floor and not wiped up.</p> <p>Unsanitary Surfaces – If toilet seats become contaminated with bodily fluids that are not cleaned up, there is a risk for children of getting sick from the germs. Also, changing tables that do not get sprayed with disinfectant after each use poses the same risk.</p> <p>Location of Plungers – Outside groups using the classroom may need to bring in a plunger and forget to remove it. This poses a risk to children from contamination.</p> <p>Inappropriate Touching- The bathroom is a potential place for inappropriate touching or exploration between children.</p> | <p>Wet Floors – Staff check the bathrooms on a regular basis to make sure there is no water standing on the floor.</p> <p>Unsanitary Surfaces – LADC staff follow the Policies and Procedures for disinfecting surfaces. Toilet seats are checked and wiped on a regular basis. Staff follow policies for securing bodily fluids and have necessary supplies to follow the procedure.</p> <p>Location of Plungers – Staff sign-off on the Bathroom Cleaning Checklist and remove any items that would pose a potential risk for children, including plungers.</p> <p>Inappropriate Touching- Only one child is allowed in the bathrooms at one time which minimizes the risk of inappropriate touch. Small one person bathroom is available for pre-k children to use.</p> | <p>In order to minimize risk for children who attend LADC the following Policy and Procedures are in place, found in the Employee Policies and Procedures Manual:</p> <ol style="list-style-type: none"> 1. Food and Nutrition Policy 2. Daily Safety Checklist 3. Bathroom Cleaning Daily Checklist 4. Program Plan for Emotional Health 5. Health and Safety Policy 6. Environmental Policy 7. Special Feeding Needs Policy 8. Behavior Guidance Policy |
| Storage areas | <p>Storage areas potentially pose opportunity for children to remove non age appropriate supplies out of storage posing risk. Items left at children’s level poses a huge safety risk</p> <p>Staff Training on securing supplies Policies: If a staff member starts mid-year and doesn’t receive the proper training, it could be a risk.</p> | <p>Storage – All inappropriate items, not age appropriate are stored in a closet out of reach of children.</p> <p>Supplies and Materials are kept inside the storage cupboard, high above child reach. Adult access only</p> <p>Staff Training is part of Orientation for all staff prior to their first day of teaching.</p> | <p>In order to minimize risk for children who attend LADC the following Policy and Procedures are in place, found in the Employee Policies and Procedures</p> <ol style="list-style-type: none"> 1. Food and Nutrition Policy 2. Daily Safety Checklist 3. Bathroom Cleaning Daily Checklist 4. Program Plan for Emotional Health 5. Health and Safety Policy 6. Environmental Policy 7. Special Feeding Needs Policy 8. Behavior Guidance Policy |
| Accessibility of medications and cleaning products | <p>Chemical Storage – Disinfectant Cleaners left out at children’s level poses a huge safety risk</p> <p>Location of Medication: Medication left within children’s reach is very dangerous.</p> <p>Staff Training on the Medication Policy: If a staff member starts mid-year and doesn’t receive the proper training, it could be a risk.</p> | <p>Chemical Storage – All chemicals are stored in a locked closet out of reach of children.</p> <p>Location of Medication: All medications are kept in a locked box inside the First Aid cupboard high above child's reach. Adult access only</p> <p>Staff Training on the Medication Policy: Training on the LADC Medication Policy is part of Orientation for all staff prior to their first day of teaching.</p> | <p>In order to minimize risk for children who attend LADC the following Policy and Procedures are in place, found in the Employee Policies and Procedures</p> <ol style="list-style-type: none"> 1. Food and Nutrition Policy 2. Daily Safety Checklist 3. Bathroom Cleaning Daily Checklist 4. Program Plan for Emotional Health 5. Health and Safety Policy 6. Environmental Policy 7. Special Feeding Needs Policy 8. Behavior Guidance Policy |

| Physical plant factors required to be assessed | Identified risks | Policies and procedures developed and implemented to minimize risks | Existing policies and procedures that minimize the risks |
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| Areas that are difficult to supervise | <p>Tunnels on Playground Equipment: The playground climber has a solid plastic section located on the side of the structure that restricts visibility to the playhouse area.</p> <p>There is a stem house located on the playground</p> <p>Dramatic Play Shell: This three-sided partition has a door and two windows but it is still difficult to see in at all times.</p> | <p>Tunnels Playground Equipment: A staff member is “stationed” by the climber at all times and checks the tunnel activity frequently. Staff stand at the doorway of the stem house when occupied so children are in sight and sound at all times.</p> <p>Dramatic Play Shell: One teacher supervises the room while the other works on a table activity during Center Time which minimizes the risk of something happening in the Dramatic Play area.</p> | <p>In order to minimize risk for children who attend LADC the following Policy and Procedures are in place, found in the Employee Policies and Procedures Manual:</p> <p>9. Food and Nutrition Policy 10. Daily Safety Checklist 11. Bathroom Cleaning Daily Checklist 12. Program Plan for Emotional Health 13. Health and Safety Policy 14. Environmental Policy 15. Special Feeding Needs Policy 16. Behavior Guidance Policy</p> |

Environment

Identify specific risks to children based on an assessment of the environment for each facility.

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.

| Environmental factors required to be assessed | Identified risks | Policies and procedures developed and implemented to minimize risks | Existing policies and procedures that minimize the risks |
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| Type of grounds and terrain surrounding the building | <p>Lake Area Discovery Center at Faith Lutheran Church is located off a low traveled residential street. The risk to children is low, they are entering the building accompanied by parent through security door</p> | <p>The church has designated an LADC entrance on the front side of the building where parents can accompany their child to drop off and pick up directly to classrooms or playground. The “Drop off and Pick-up” Policy is located in the Parent Handbook.</p> <p>A reminder notice is given out to all families describing these procedures at the fall “Back to School Day”. Church has put in a security system at the front door that parents use to enter the building when doors are locked.</p> | <p>Staff work hard to make sure parents know that they can ask for help in getting their children into school safely.</p> <p>In order to minimize risk for children who attend LADC the following Policy and Procedures are in place, found in the Employee Policies and Procedures Manual:</p> <p>1. Food and Nutrition Policy 2. Daily Safety Checklist 3. Bathroom Cleaning Daily Checklist 4. Program Plan for Emotional Health 5. Health and Safety Policy 6. Environmental Policy 7. Special Feeding Needs Policy 8. Behavior Guidance Policy</p> |
| Proximity to hazards, busy roads and publicly accessed businesses | <p>LADC is not located by any busy streets or by a publicly accessible business. It is located in a residential area and so we feel this is not any risk for the children that attend in that category.</p> | | |

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 risks | Existing policies and procedures that minimize the risks |
|---|--|--|
| Closing children’s fingers in doors, including cabinet doors | All LADC staff are encouraged to create a system or designate a safety zone around doors that is appropriate for their individual classrooms. Staff members are trained to be aware of any activity in close proximity of doors. It is their responsibility to increase their level of supervision at these times | Checking Safety Zones have been added to the “Daily Safety Checklist” so that it will be checked every morning. Additional Infant safety list has been added and implemented in infant classrooms |
| Leaving children in the community without supervision | All LADC staff members are trained on the importance of supervision of young children. This training is done with the review of the following policy: Safety and Supervision Policy | This is covered in LADC’s policies and procedures: 1. Safety and Supervision Policy 2. Field Trip Policy |
| Children leaving the facility without supervision | All LADC staff members are trained on the importance of supervision of young children. This training is done with the review of the following policy: 1. Safety and Supervision Policy | In addition, LADC trains all staff on the importance of authorized “Pick-up” procedures and can be seen in the following policies and procedures. 1. Center Orientation 2. Employee Handbook 3. Emergency Policies and Procedures |
| Caregiver dislocation of children’s elbows | All LADC staff members are trained with regard to the proper handling of children with specific attention paid the prevention of dislocated elbows. | This training is done as part of the Health Training put on by the LADC Health consultant. 1. Center Orientation 2. Emergency Policies and Procedures |
| 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 LADC staff are trained about the potential risk of harm posed by hot food/beverages with regard to young children and what to do should they become injured. 1. Emergency Procedures | In addition to the overall training, the staff member responsible for food preparation must follow all USDA guidelines, which include the appropriate temperature to serve to children |
| Injuries from equipment, such as scissors and glue guns | All LADC staff are trained about the potential risk of harm posed by leaving dangerous items, such as scissors and glue guns, within children’s reach or what to do should children become injured from one of these items. | Each classroom has a Policy and Procedure Manual that can be referenced as needed should there be an emergency situation. 1. Emergency Policies and Procedures |
| Sunburn | LADC requires all children to use sunscreen unless parents sign waivers. | All Staff are trained on the proper application of sunscreen and the potential risk sunburn poses to young children. 1. Sunscreen Permission Form |
| Feeding children foods to which they are allergic | Upon enrollment parents are required to fill out forms with regard to their child’s allergies and to notify LADC if there are any changes with regard to their child’s allergies going forward. In each classroom there is a picture and posting of each child with allergies. Toddlers will have extra supervision during lunch and snacks. Foods will be cut that are identified choking hazards. Rubber Pads have been added to low chairs so children can not push chairs on solid service flooring. Toddlers with allergies are spaced at distance so unable to reach other children’s food. Staff use attached trays. Staff will be trained on new list of foods that are potential choking hazards. List will be posted for staff review in young Toddler and Older Toddler/ Discovery (pre-K) Classrooms. | All staff are trained on the risk and harm posed by feeding children foods to which they are allergic. 1. Center Orientation/ Toddler/infant staff have additional training regarding foods on potential choking lists. Foods are cut into small bitesize pieces. 2. Staff seated in visual view of children eating, serving food family style |
| Children falling from changing tables | All LADC staff who work with the toddlers and twos and infants are trained on the “Diapering Policies and Procedures”. The training includes how to minimize the risk of children falling from the changing table by making sure the staff member has a hold on the child at all times. | If an injury should occur to the child, all staff are trained in First Aid and would administer care. 1. Diapering Policy and Procedures 2. Emergency Policies and Procedures |

| Identified risks | Policies and procedures developed and implemented to minimize risks | Existing policies and procedures that minimize the risks |
|--|--|--|
| Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products | All LADC staff are trained about the potential risk of harm posed by leaving dangerous items within children’s reach or what to do should children come into contact with residue from cleaning products | Each classroom has a Policy and Procedure Manual that can be referenced as needed should there be an emergency situation. Emergency Policies and Procedures |

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. | Staff take a headcount of the group of children prior to leaving one area, and re-counted when group arrives at the second area when transitioning children from one area within the facility to another. 1. LADC Employee Policy and Procedure Manual |
| 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. | The nap time supervision policy states that children are in sight and sound at all times while resting. 1. Employee Policy and Procedures Manual Sleep/Rest Infant Room Policy Safe sleep reference manual and staff training on individual infant parental permissions, specific health and parental instructions available for staff review in the infant room. Parent communication tool -ProCare app used daily for up-to-date information between infant parent and teachers and assistants. Specific information on sleeping, eating, and diapering provided to parents daily. |
| 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. | The nap time supervision policy states that children are in sight and sound at all times while resting or going to the bathroom. LADC Employee Policy and Procedures Manual |
| Child drop-off and pick-up times. | Parents are required to drop-off and pick-up their child from LADC. Each child is signed in by the parent/guardian outside the classroom prior to leaving them in the teacher’s care. The same procedure is followed at pick-up time, with parent/teacher will sign-out before leaving the facility on Pro Care system on Parent App. LADC Parent Handbook |

| Required areas to be addressed regarding supervision of children | Policies and procedures developed and implemented to ensure adequate supervision of children |
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| Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks. | <p>The LADC playground is fenced. Children are required to stay inside the fenced area while playing on the playground, within the sight and sound of the LADC teachers at all times. Staff do a head count when leaving classroom and conduct another head count when arriving at playground. Repeated when returning to the building classrooms.</p> <p>This LADC location has additional training transitioning children across residential street for playground access. Stops at crosswalk routinely monitored by staff for child safety. Additional equipment used such as alert flags and cones for motorists used as necessary.</p> <p>When traveling off the premises for fieldtrips, children are in small groups, assigned to a qualifying adult (staff member or volunteer) who keeps all children in their group within sight and sound at all times. Children wear program tags with an LADC teacher’s cell phone number in the case of an emergency or child-separation. LADC Employee Policy and Procedure Manual</p> |
| Supervision of children in hallways. | <p>No child is allowed in an LADC hallway without a teacher present. When children are at their hallway locker, a teacher is present in the doorway of the classroom, to provide sight and sound supervision at all times. LADC Employee Policy and Procedure Manual</p> |
| Supervision of school age when using the rest room and visiting the child’s personal storage space. | Not licensed for school age children. |

Date Risk Reduction Plan was initially completed: 3/6/2023

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:

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 staff persons of the changes in the risk reduction plan. The license holder must document that staff persons were informed of the changes.

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| PROGRAM NAME Lake Area Discovery Center at Faith Lutheran | LICENSE NUMBER 1063518 |
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The license holder must review the risk reduction plan every calendar year. When conducting the review, the license holder must consider incidents that have occurred in the center since the last review, including:

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| A REVIEW OF THE ASSESSMENT FACTORS IN THE PLAN classrooms, play ground and on-going update of on-site policies. |
| A REVIEW OF THE INTERNAL REVIEWS CONDUCTED UNDER MINNESOTA STATUTES SECTION 245A.66, SUBDIVISION 1 (IF ANY) |

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| A REVIEW OF SUBSTANTIATED MALTREATMENT FINDINGS (IF ANY) | |
| A REVIEW OF INCIDENTS THAT CAUSED INJURY OR HARM TO A CHILD SINCE THE LAST REVIEW (IF ANY) all incidents reviewed | |
| BASED ON THE YEARLY REVIEW, WHAT CHANGES WERE MADE TO THE RISK REDUCTION PLAN? none | |
| NAME AND TITLE OF PERSON COMPLETING YEARLY REVIEW Lily Strain, Admin/Site Director and Lynne Maurice, LADC Admin./licensing | DATE OF YEARLY REVIEW 3/6/2023 |