



## VII. CDLC Child Care Center Risk Reduction Plan

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	Large open space with multiple rooms off the larger space	position staff strategically throughout the large open space to maintain visual coverage of all areas, with designated staff assigned to monitor room entrances and high-traffic zones where children transition between spaces. We have arranged furniture and activity centers to create natural supervision zones while eliminating blind spots, using low barriers that allow staff visibility while defining different activity areas within the larger space. We maintain clear sight lines between all adjoining rooms and the main area using open doorways or glass panels, with staff communication protocols ensuring constant awareness of child locations across all connected spaces. We implement zone-based supervision with specific staff assigned to monitor particular areas and conduct regular sweeps of all rooms, using frequent head counts and established check-in procedures	CDLC Emergency and Accident Procedures – pages 2-3



		when children move between the open space and adjoining rooms.	
	Children could get separated from teacher, or could try to leave the building	<p>Teaching staff maintain continuous accountability of all students through systematic head count protocols</p> <p>A designated line leader is assigned from among the students to guide classroom transitions to auxiliary areas</p> <p>Teachers conduct mandatory head counts at both departure from and arrival to each location to ensure all students are accounted for throughout all movements and activities</p>	Risk Reduction Training
	Strangers could enter through one of the seven entrances	<p>School door will be locked during school hours</p> <p>To enter you need to ring the buzzer</p> <p>All visitors sign in and out in the office and wear a visitor badge</p> <p>Designate main entrance as the primary entrance for all routine access (parents, visitors, deliveries)</p> <p>Primary entrance shall be the most visible and easily monitored location</p> <p>All other entrances designated as secondary/emergency entrances with restricted access</p> <p>Primary entrance equipped with the highest level of security monitoring and control systems</p> <p>Staff reception/check-in area positioned to monitor primary entrance at all times</p>	Risk Reduction Training



		<p>All classrooms are secured with magnetic strip locks for enhanced safety. In the event of an intruder situation, teachers can quickly and safely lock students inside their classrooms for protection. All visitors must enter through primary entrance only</p> <p>Mandatory sign-in process with photo identification verification</p> <p>Visitor badges issued and worn at all times while on premises</p> <p>Escort requirement for all non-parent visitors beyond reception area</p> <p>Background check verification for regular volunteers or service providers</p> <p>Video cameras placed at the two main access doors of the preschool</p>	
	Heavy doors that children cannot operate safely	<p>Staff positioned to assist children with heavy doors during arrival and departure times</p> <p>Designated staff members assigned to monitor and assist with specific heavy doors</p> <p>Teach children proper door opening techniques using body positioning and leverage</p> <p>Instruct children to ask for help with doors they cannot open safely</p> <p>Train children to keep fingers away from door hinges and closing edges</p> <p>Teach children to look before opening doors to avoid collisions</p>	Risk Reduction Training



		Practice door safety rules regularly during safety education sessions  Rubber door guards added to all doors to prevent finger pinching	
	Doors that swing into classrooms creating collision risks	Require staff to knock, announce themselves, and pause before entering any classroom.  Maintain a clear 3-foot zone from any inward-swinging door with no furniture, toys, or activity areas in this space.  Teach kids to not sit, play or line up where the door swings open	Risk Reduction Training
	Emergency exit routes blocked or unclear	Conduct monthly inspections to ensure all exit routes remain completely clear of furniture, toys, storage items, or any obstructions, and designate specific staff to maintain these pathways daily.	Risk Reduction Training
Condition and design of the outdoor space	Playground has one gate leading from the school.  Children could leave the playground if gate is open	Implement a strict gate protocol requiring staff to immediately close and secure the gate after entry/exit, with designated staff assigned to monitor the gate area during outdoor play times. Conduct head counts before, during, and after playground activities, and establish clear sight lines so supervising staff can always see the gate from anywhere on the playground.	CDLC Emergency and Accident Procedures-page 11
	Toys on play equipment	Children are not allowed	
	Broken toys in sandbox or outdoor play equipment	Broken toys disposed of and replaced  Playground equipment checked to be in good condition	CDLC Emergency and Accident Procedures – page 11
	Spin toy on Playground	Keeping mulch high up so it is a shorter fall	



		<p>At the most 4 kids are allowed inside at a time</p> <p>Teach kids that are in the circumference of turny thing to stay clear of it while it is in use</p> <p>No other toys or play equipment is allowed in turny thing</p>	
	Damaged metal edging with sharp edges on playground	<p>Qualified maintenance personnel conduct thorough wall assessment</p> <p>Identify structural issues requiring repair</p> <p>Bent and shaped metal to prevent sharp edges</p>	
Bathrooms	Children could become contaminated by unclean sinks or toilets	<p>All sinks and bathrooms are cleaned and sanitized nightly.</p> <p>Surfaces will be allowed sufficient time to dry between cleaning and use.</p>	CDLC Emergency and Accident Procedures – page 6&7
	Children could slip on wet floor	<p>Water on floor is mopped up immediately.</p> <p>No slip stepping stools are provided for children to reach sinks.</p> <p>An anti slip mat is placed in front of the handwashing sinks and drinking fountains</p>	CDLC Emergency and Accident Procedures – page 6&7
	Children could burn their hands in hot water.	Water temperature is checked regularly	CDLC Emergency and Accident Procedures – page 6&7

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	Room 105- Teacher Work room	This door was cut in half where the top portion remains open during school hours so teachers have access but the lower portion is locked and can only	Risk Reduction Training



		be opened with a key or from the inside of the room	
	Room 107- Janitors closet	This door is locked at all times	
	Children could encounter harmful items in the storage room.	Storage room will be kept locked at all times.	
	Kitchen area has items that are harmful and sharp.	No children are allowed in the kitchen. All sharp knives are kept in a closed container out of children's reach in the director's office.	CDLC Emergency and Accident Procedures – page 8
Accessibility of medications and cleaning products	Children could harm themselves with cleaning products	All cleaning products are kept in janitors closet that is locked at all times.  Disinfect wipes will always be stored out of the reach of children.	CDLC Emergency and Accident Procedures – page 8 &9
	Children could harm themselves with medications.	All medications are kept in a lockable cupboard in school office out of the reach of children.	
	Epi Pens	Epi Pens will be in a classroom bag that is hung high on the classroom door. The Epi Pens will follow along with a child when they leave the classroom. This would include the motor room, library, playground, church and on walking field trips.	
	Bathrooms	Staff member stays by the entrance when children are using the bathroom.  Children are checked on frequently.	Risk Reduction Plan
	Blind spots where staff cannot supervise children effectively. Room layouts that obstruct visual monitoring. Hidden areas behind furniture or equipment.	Rearrange all classroom furniture and equipment to create clear sight lines, ensuring staff can see every area of the room from multiple vantage points and eliminating hidden spaces behind large furniture or equipment.	Supervision Policy



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- 1. 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	CDLC is based at Prince of Peace Church on the Ridges campus. Very busy area with YMCA, hospital and medical buildings close by.	<p>Installed secure perimeter fencing around our playground.</p> <p>Implemented strict arrival and departure protocols requiring parent/guardian identification and sign-in procedures, with designated staff monitoring all entry points during high-traffic times.</p> <p>Established clear pedestrian pathways with visual barriers or signage separating childcare areas from the busy surrounding facilities, and ensure all outdoor activities are conducted in fully enclosed, supervised spaces.</p>	CDLC Emergency and Accident Procedures – pages 6-7
	Children could leave the campus, have an accident on a busy road, get lost or be abducted.	Children never leave building unless accompanied by a staff member or parent. Playground is enclosed by fence.	CDLC Emergency and Accident Procedures – page 4
Proximity to hazards, busy roads, and publicly accessed businesses	Children could have a traffic accident, get lost or be abducted.	Maintain strict supervision protocols with designated staff providing direct visual contact at all times, using minimum staff-to-child ratios that ensure continuous monitoring during all activities.	CDLC Emergency and Accident Procedures – page 6



		<p>We have installed secure perimeter barriers including fencing and natural boundaries that physically separate all outdoor play areas from roads, parking lots, and public access points.</p> <p>We operate comprehensive check-in/check-out procedures requiring photo identification and authorized pickup verification, with established lockdown and law enforcement notification protocols when any child goes missing.</p> <p>We conduct regular safety drills teaching children to stay with designated adults, recognize safe boundaries, and respond to emergency signals, while maintaining current emergency contact information and coordination with local authorities.</p>	
	<p>We occasionally take walks around our campus where there is a pond.</p>	<p>We maintain constant direct supervision during all campus walks with designated staff positioned between children and the pond at all times, using a minimum 1:4 staff-to-child ratio for any outdoor excursions.</p> <p>We have established clear physical boundaries marked with cones or rope barriers that keep children at least 10 feet away from the pond's edge, with staff trained to immediately redirect any child who approaches the water.</p> <p>We conduct pre-walk safety briefings teaching children about water safety rules and pond boundaries, requiring children to walk in pairs with assigned</p>	





		buddies while staff maintain head counts every 5 minutes.	
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1. **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	Children are not allowed to open cabinet doors or open doors themselves. Cabinets with harmful items have safety locks. Doors are fitted with fingershields	CDLC Emergency and Accident Procedures – page 6
Leaving children in the community without supervision	Two teachers always accompany children when out of the building.	CDLC Emergency and Accident Procedures – pages 2-3
Children leaving the facility without supervision	Exit doors are closed at all times. Doors are locked and unlocked at dismissal by a staff member.	
Caregiver dislocation of children's elbows	Staff receives training on prevention of dislocations of elbows. Staff picks children up under their arms. Staff never swings a child by his arms.	CDLC Emergency and Accident Procedures – page 2
Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages	Children stand with arms by sides when we cook with hot appliance. All appliances are directly supervised by teachers. No hot beverages are allowed in classrooms when children are present.	CDLC Emergency and Accident Procedures – page 4
Injuries from equipment, such as scissors and glue guns	Glue guns, paper cutters are only used in the work room by teachers. Teachers will not carry scissors in carts. Only blunt tipped scissors will be used by children.	CDLC Emergency and Accident Procedures- page 4
Sunburn	Parents are asked to apply sun screen before sending their child to school. School will have parent sign	CDLC Emergency and Accident Procedures – page 12



	off on the right to apply sun screen to a child as necessary.	
Feeding children foods to which they are allergic	Each child has an Individual Child Care Plan. List of children with allergies is posted in food prep area. Snacks are checked by staff. CDLC does not allow any nuts. A safe "store bought" snack list is available to parents	CDLC Allergy Prevention and Response Policies – pages 1-2
Children falling from changing tables	We do not have changing tables	N/A
Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products	All cleaning products are kept in the janitors closet out of reach of children. The room will be locked at all times. Bleach spray will be stored out of the reach of children. When a surface is sprayed with it will be allowed to dry four minutes before students are allowed to use the surface.	CDLC Program Plan – page 15

2. **Accessibility of hazardous items.** The accessibility of hazardous items to children is prohibited at all times when children are present.
3. **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	We maintain designated transition protocols requiring staff to conduct head counts before leaving any area and upon arrival at the destination, with children moving in organized groups using the buddy system or holding hands in lines. We have established clear transition routes that avoid high-risk areas such as kitchens, maintenance rooms, or stairs, with staff positioned at the front and back of each group to ensure continuous supervision. We use visual and auditory signals such as songs, hand signals, or transition objects to keep children focused and together during movement between areas, while maintaining appropriate staff-to-child ratios throughout all transitions. We conduct transition



	safety training with all staff and practice emergency procedures for situations where children become separated during movement, including immediate stop-and-count protocols if any child goes missing during transitions.
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	The Child Development and Learning Center does not service infants N/A
Child drop-off and pick-up times	Teachers help children out of cars and escort them into school and other teachers stand by front door during drop off times. Teachers hand children over to parents or place them in their cars at pick up time. Parents can choice walk the children in and pick children up. Parents have to connect with a staff member before leaving the child or taking the child.
Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks	Two teachers are always present during outdoor time. Playground gate is kept closed. When out for walks children have a partner, one teacher is at front of the line and one at the rear.
Supervision of children in hallways	Children are taught to walk in hallways and are always accompanied by a teacher or assistant teacher.
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 ration 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.	

Date risk reduction plan was initially completed: January 2012

4. **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]

- 5. 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.

#### **Annual review of the risk reduction plan**

Program Name: \_Child Development and Learning Center

License #: \_8003763

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) A review of the assessment factors in the plan:

We reviewed the risk reduction plan.

- (2) A review of the internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1, if any: N/A

- (3) A review of substantiated maltreatment findings, if any:

N/A

- (4) A review of incidents that caused injury or harm to a child since the last review, if any:

A child was coming out of the bathroom and slipped and hit their head on handwashing sink

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

Placed anti slipping mat in front of handwashing sinks and drinking fountain

Name and title of person completing annual review: Kim Swanson Director



Minnesota Department of **Human Services** \_\_\_\_\_

Date of annual review: August 26, 2025 \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_