

OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

# Risk Reduction Plan for Licensed Child Care Centers

**\*IMPORTANT:** If you are not able to complete this form electronically, 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
Condition and design of the facility	Doors, rugs, cubby hooks.	<ul style="list-style-type: none"> <li>- Doors will only be opened and closed by adults. Door guards are installed to reduce the risk of fingers being pinched in door hinges. All rugs will be securely fastened to the floor using anti slip backing or adhesive to prevent folding or slipping.</li> <li>- Exterior doors are locked coded via key app and codes given to family and staff. Indoor and outdoor spaces are checked daily for safety.</li> <li>- Cubby hooks are installed at a safe height to minimize the risk of eye injury.</li> </ul> <p>Staff complete supervision training prior to offering care, and attend refresher supervision training at staff meetings to ensure no child will be left unattended and required at all times inside and outside our building .</p>	<ul style="list-style-type: none"> <li>- Children supervised indoors at all times.</li> <li>- Indoor and Outdoor Daily Checklist.</li> <li>- Risk Reduction training</li> </ul>

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 outdoor space</p>	<p>Gates, entrapments, side walks, picnic tables, biking on path, water hazards, wood chips, drainage pond.</p> <p>Big body play (such as running, jumping, and climbing) and risky play (such as exploring natural features like rocks, steps, and uneven terrain) are essential for children's physical and emotional development. These activities encourage children to build strength, coordination, and confidence.</p>	<ul style="list-style-type: none"> <li>- First aid kits are located in classroom backpacks and are taken outside with classroom. Children are supervised outdoors at all times including big body play.</li> <li>- Gates will only be opened and closed by staff members. Regular inspections will ensure that gates close and latch properly. Playground equipment will be regularly inspected to ensure there are no entrapment hazards and free from debris and staff will supervise children closely when are near sidewalk to prevent falls or accidents.</li> <li>- Picnic tables will be placed away from high-traffic play areas. Children will wear safety helmets at all times while biking. Traffic cones will be placed along the bike path to create a clear, designated biking area. Staff will positioned along the path to monitor biking and prevent accidents.</li> <li>- Staff will empty buckets, toys, or containers of stagnant water immediately after use.</li> <li>- Wood chips will be inspected daily to ensure an even distribution on the playground surface.</li> <li>- Children will be asked to take turns shaking out wood chips from their shoes and clothing when needed.</li> <li>- Staff will supervise these activities closely in designated areas, ensuring a safe environment by positioning themselves strategically to monitor play and intervene as necessary to prevent collisions, falls, or injuries. Rocks, steps, and other natural features will be incorporated into the play environment with clear guidelines for safe use. Staff will establish and reinforce rules for safe participation in both big body and risky play activities. Natural materials like logs, stumps will be used that promote climbing, balancing and jumping in a safe manner and staff will educate children on natural hazards like tree roots, uneven ground, or slippery rocks, and how to navigate them safety during play.</li> <li>- The drainage pond will be fully fenced off to prevent any access.</li> </ul>	<ul style="list-style-type: none"> <li>- All staff are required to check for hazards in outside area. If hazards are identified, it should be removed and/or office staff should be notified.</li> <li>- First aid kits (including allergy and emergency information is always taken along outdoors and on field/ walking trips)</li> </ul>

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	Toilets, plungers and cleaning products, diaper ointments, wet floors, diaper pail, water temperature.	<p>Staff supervision is required at all times during toileting to assist children and ensure proper hygiene practice. When a single preschooler uses an individual, private restroom within the classroom with the door closed, staff will need to have knowledge of the child's activity: child's location; can hear the child; and will need to check on the child at least every two-five minutes.</p> <ul style="list-style-type: none"> <li>- All cleaning products, plungers, and other tools will be stored up high and out of children.</li> <li>- All diapering ointments, creams, and other products are stored out of children's reach and labeled with child's first and last name.</li> <li>- Bathrooms are cleaned daily or if area is soiled.</li> <li>- Staff will immediately dry any wet surfaces to prevent slips and falls. Non-slip mats will be used in areas prone to water exposures to provide additional grip. Water temperature will be monitored regularly by staff to ensure they remain at safe, child-appropriate levels (below 120°F)</li> </ul>	<ul style="list-style-type: none"> <li>- Diaper changing and hand washing policies will be posted and followed.</li> </ul>
Storage areas	<p>Staff personal belongings are stored out of reach of children.</p> <p>Mechanical / Mop room, cleaning products, staff purses.</p>	<ul style="list-style-type: none"> <li>- Staff are required to store personal items, including purses and bags, in locked cabinets or designated staff area that is inaccessible to children and not the counters.</li> <li>- Children will be supervised at all times indoors and outdoors. Staff responsibility is first and foremost for children's safety- staff should be involved with children during hours of attendance.</li> <li>- Mechanical and mop rooms are kept locked at all times and only accessible to authorized staff. All potentially hazardous equipment, such as mops, buckets, and tools, are stored out of children's reach in these secured rooms. All cleaning products are stored up high and out of children's reach or storage rooms. Cleaning products are clearly labeled. Staff will ensure to intervene if needed.</li> <li>- Choke tubes will be in all classrooms with infants/toddlers.</li> </ul>	

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
Accessibility of medications and cleaning products	<p>Ensuring medication is inaccessible to children and administered to the correct child with the correct dosage.</p> <p>Cleaning products must be inaccessible to children.</p> <p>Toilet bowl brush and plunger inaccessible to children.</p>	<p>All medications for both children and staff will be stored in a locked medication bin. These bins will be kept in cabinets or, if refrigeration is required, in a designated staff fridge.</p> <p>- Medications given per lead teacher or management staff with written consent from doctor (or parent for over the counter - OTC). Aides may apply topical prescribed diaper cream.</p> <p>Medication will be clearly labeled with the child's first and last name.</p> <p>- All cleaning products will be labeled and stored up high and out of children's reach. Bulk cleaning supplies and potentially hazardous chemicals will be stored in a locked mechanical room, accessible only to authorized staff.</p>	<p>- Medication administration record and policies.</p> <p>- Emergency and accident policies</p> <p>- Allergy/ICCP Plan and Annual training.</p>
Areas that are difficult to supervise	Library or quiet spaces, playhouses, Bathrooms, Playgrounds	<p>Staff are required to maintain constant supervision when children are using library and quiet spaces. Furniture and room dividers will be arranged in ways that minimize hard-to-see corners or hidden areas, making it easier to staff to monitor children's activity from any location in the room. Scheduled name-to-face checks will be conducted frequently throughout the day to ensure that all children are accounted for and in sight. Staff is required to actively move around the space to ensure visibility of all children at all times, rotating between areas to avoid blind spots. Staff will be positioned near playhouses to monitor children's play and ensure safe behavior and staff will do regular walk throughs of the facility, checking areas behind doors to ensure no child is out of sight.</p>	<p>- Supervision 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
Type of grounds and terrain surrounding the building	<p>Bus Parking Lot</p> <p>There is a total of 1 individual fenced in playground and a total of one playground with a fence facing to the bus parking lot.</p>	<p>Exteriors doors are locked and only accessible via key card/ app code entry. Indoor and outdoor spaces are checked daily for safety. First aid kits are located in classroom backpacks and are brought outside with the classroom.</p> <p>Children are reminded to walk slowly down incline. Staff are encouraged to hold hands of younger children as they develop gross motor skills.</p> <p>Regular name to face and head counts will be conducted during transitions and outside time. Staff will be at the front and back of the line. Teachers will ensure all children are accounted before departure from center and upon arrival. Regular name to face counts will be conducted while off site. Children on field trips will be identified on attendance list. Teacher will bring along cell phone, child emergency cards, required medications, and first aid kit.</p> <p>- Playground on the opposite side of the building.</p>	<p>- Indoor and outdoor daily safety check</p> <p>- Outings and outside policy</p>
Proximity to hazards, busy roads and publicly accessed businesses	<p>Front parking lot is designated for families/ visitors. Staff parking lot is located on the East side and North side of the building.</p> <p>Children supervised by staff within classrooms; parents from classroom to car. Frontage road/ 120th st, Bus garage.</p>	<p>Be aware of the risks noted and supervise children at all times. There is a designated drop off/ pick up parking area for parents to park. Parents are informed of pick up and drop off area at enrollment; all doors to building are coded/ locked.</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	<p>Door guards in place.</p> <p>Adult open and close doors.</p>	

Identified risks	Policies and procedures developed and implemented to minimize risks	Existing policies and procedures that minimize the risks
Leaving children in the community without supervision	<p>Name to face roll call will be done frequently during transition times. 2 Staff must attend any activity involved leaving the Center grounds and carry ER backpack and cell phone.</p> <p>Children and staff wear a designated LBLC t- shirt</p> <p>At least two staff must attend a walk or any other activity that leaves the center grounds and must carry a cell phone, first aid kit, and emergency contact info. Children must be on the sidewalk of side of residential road and staff should be on the traffic side of children.</p> <p>Staff conduct a Bus Check.</p> <p>Employees must focus directly on the children at all times.</p>	Outing/ outside policy
Children leaving the facility without supervision	<p>Children will be supervised at all times.</p> <p>Children are released to authorized adults only.</p> <p>Children are remain with their parents/ children at all times during pick up and drop off.</p>	
Caregiver dislocation of children's elbows	Staff will never lift a child up by his/her one arm. "Nurse's Elbow" Training will be provided to staff	Emergency and Accident Policy-Safety Rule
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>No hot beverages will be allowed in classrooms. All other beverages must be in spill proof lid container and kept high shelf. Additionally, there shouldn't be breakable containers in classroom.</p> <ul style="list-style-type: none"> <li>- Staff will check food to ensure it is not too hot, especially soup and baby bottles. All baby bottles that need to be warm shall be warmed in a container with warm water in it.</li> <li>- No holding infants when handling hot water, check temp of food being served,</li> <li>- No children allowed in the kitchen where hot foods are processed.</li> </ul>	Employee handbook
Injuries from equipment, such as scissors and glue guns	<p>Toys and educational materials will be accessible to children and not stored out of safe reach to preventing dropping.</p> <p>Toddlers may use age-appropriate child scissors under the direct supervision of a teacher.</p> <p>Preschool, PreK and School age children may use age appropriate scissor at table while sitting to cut with or at group activity with direct supervision.</p> <p>Children must carry scissors correctly when retrieving and returning.</p> <p>Staff will train children to proper and safe way to hold the scissors.</p> <p>Glue guns, paper cutters, laminators, irons will be inaccessible to children and stored/ used in separate room where no children are present and not used in the classroom. Adults scissors and staplers will be stored in upper cabinet/ shelf out of reach of children.</p>	Emergency and Accident Policy-Burns

Identified risks	Policies and procedures developed and implemented to minimize risks	Existing policies and procedures that minimize the risks
Sunburn	Parental permission shall allow staff to apply sunscreen prior to going outside. Sunscreen should be reapplied prior to going outside each time or at a minimum morning, midday, and afternoon and will monitor time in the sun. Weather charts will be used to determine safety for outdoor activity.	Emergency and Accident Policy-Burns.
Feeding children foods to which they are allergic	All allergies will be posted in each classroom and kitchen where staff will refer to at each mealtime prior to serving meal/ snack. Staff are trained on classroom allergies which includes medications. Employees must read and sign allergies training. The kitchen also has the names of student and their allergy posted for reference in the meal planning and prep area. Paperwork will be maintained in all classroom and annual training requirements. Kitchen serves meals/ snacks items to children with allergies in a color coded plate covered with wrap, and labeled with child's first and last name. Children with food allergies have a child specific place mat or Identifier/label on their assigned chair to also alert staff.	Allergy Policy ICCPP annual training.
Children falling from changing tables	Diaper changing policies are posted by changing tables and will be followed. Gather all supplies needed prior to putting the child on the changing table. Staff trained to maintain one hand on the child on changing tables at all times. In event staff need additional supplies, staff will NEVER leave a child on changing table alone.	Diapering changing policy.
Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products	All cleaning products in locked and inaccessible areas. Parents are asked to not send items in plastic bags (such as extra clothes, diapers, creams, etc.) Staff will complete daily cubby checks to ensure plastic bags are not attainable. Soiled items will be placed in a plastic bag and tied off, and placed out of reach of children.	Cleaning and disinfecting policy.

## 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.	Name to face roll call will be done frequently: - When leaving classroom - when arriving at destination/playground - when leaving destination/ playground to go back to classroom - when children first arrive to new area
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 <a href="#">Minnesota Statutes, section 245A.02, subdivision 18</a> . When supervision of a crib room is provided by sight or hearing, the center must have a plan to address the other supervision component.	Nap/resting policy Infants are always within both sight and sound, whether awake or asleep. In the Ant Room, the crib space has glass walls with dormers at the top. Cribs are arranged so they are all visible when in use throughout the room. The dormers allow sound to travel. In the Bumblebee Room, the cribs are in the one corner of the room, allowing sight and sound to happen. Infants will be checked on every 10 minutes in person by staff. Infant classrooms will maintain a proper ratio of 1:4, whether they are awake or asleep. Blankets are not used with children under the age one. No items (toys, stuffed animals, etc.) are used in cribs.
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.	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.  When child is sleeping, blankets cannot cover faces of the children.
Child drop-off and pick-up times.	Pickup/drop-off policy - parents are reminded to hold the child's hand when entering/leaving to ensure child's safety. Staff have a paper attendance list, as well as an electronic list through out software system. Staff are responsible to maintain and update as children come and go, to make sure they are in proper ratio and all children are accounted. staff will do face to name count checks throughout their shift, especially during transition and drop-off/pick-up times.
Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks.	Staff will always carry a phone when they are off Center property; one staff will lead and one staff will follow. Staff are required to carry first aid kit and emergency contact information lists. Staff will do name to face checks before leaving and upon arrival of both to and from a trip. While out in the community, on walks, on field trips, staff will continually do face to name checks. For larger groups staff will divide the group into smaller groups for ease, speed, and accuracy.
Supervision of children in hallways.	Children will be supervised with sight and sound supervision at all times. Children will be counted before and after activity and supervised front and back of line. No child will be allowed in hallways unsupervised.
Supervision of school age when using the restroom and visiting the child's personal storage space.	A single school-age child uses the restroom within the licensed space, staff person has knowledge of the child's activity and location and checks on the child at least every 2-5 minutes. In the building, the restroom is in their classroom and can be accessed and unlocked by a staff member at any time. While out and about, children are encourage to use the restroom in pairs.
Supervision of preschool children when using an individual, private restroom within the classroom with the door closed.	When a single preschooler uses an individual, private restroom within the classroom with the door closed, staff will need to have knowledge of the child's activity: child's location; can hear the child; and will need to check on the child at least every two-five minutes.



Date Risk Reduction Plan was initially completed:

### 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.

PROGRAM NAME	LICENSE NUMBER
Little Beginnings Learning Center	831066

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:

A REVIEW OF THE ASSESSMENT FACTORS IN THE PLAN	
Reviewed previous assessment factors and found them adequate	
A REVIEW OF THE INTERNAL REVIEWS CONDUCTED UNDER <a href="#">MINNESOTA STATUTES, SECTION 245A.66, SUBDIVISION 1</a> (IF ANY)	
No internal reviews conducted	
A REVIEW OF SUBSTANTIATED MALTREATMENT FINDINGS (IF ANY)	
No maltreatment findings	
A REVIEW OF INCIDENTS THAT CAUSED INJURY OR HARM TO A CHILD SINCE THE LAST REVIEW (IF ANY)	
Most all of the incidents were naturally occurring scrapes, bumps, and bruises from being kids.	
BASED ON THE YEARLY REVIEW, WHAT CHANGES WERE MADE TO THE RISK REDUCTION PLAN?	
Additional details of current practices were added in what our staff do to minimize risk and ensure safety and supervision	
NAME AND TITLE OF PERSON COMPLETING YEARLY REVIEW	DATE OF YEARLY REVIEW
Zulma Sanchez	10/3/2024