DEPARTMENT OF HUMAN SERVICES

DHS-7954A-ENG 7-24

OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

Risk Reduction Plan for Licensed Child Care Centers

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	- Risk of physical injuries, such as falls, pinched fingers in doors, exposure to hazards, access to other areas of the building. - Tripping on loose rugs, exposure to electrical outlets, and other hazards.	- Children are supervised at all times. - Children are instructed on safe practices (walking, using hand railings, waiting and staying, etc.). - A daily hazard check is performed; no loose rugs, outlets covered, hazards removed, etc.. - Only teachers open doors to other areas such as hallways. Doors are closed or gates are used. Safe waiting places established for children. - Door stops, door spacers, and Pinch Prevention devices implemented.	- Emergency and Accident Policies - Child Care Program Plan - Teachers Only Open Doors Policy
Condition and design of the outdoor space	- Access to play area from building is near parking lot. - Risk of injury, falls, tripping, collisions, etc.. - Sand throwing. - Bolts in the fence post	- Children are directly supervised and staff ratios maintained. - Children instructed in safe practices; walk, follow teacher, stay next to building, etc.. - Gates latched & padlocked. - Play area is a grassy space. There is no permanent play equipment. No areas of obstructed vision. - Children instructed in safe practices. - Added foam barrier to block the bolt that is sticking out -Rules are posted at gates.	- Emergency and Accident Policies - Child Care Program Plan

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	- Falls on wet floors. - Exposure to chemical and water burns. -Poisoning and exposure to potential germs. - Maltreatment and inappropriate touching.	- Floors are mopped after hours to allow time to dry. Spills are wiped up as they occur. - No chemicals are stored in bathrooms. Bathrooms are cleaned after hours to allow ample time to dry. Water temperature is kept below 120 degrees. - Bathrooms are cleaned and sanitized daily. Children are instructed and supervised in hand washing. - Children in groups are accompanied to and supervised in the large bathroom by parents and/or staff. - One child per stall. - In classroom, the bathroom door is left open. A partially transparent curtain that separates the toilet from the sink gives the children a sense of privacy. - Children are within sight and hearing at all times.	- Emergency and Accident Policies - Child Care Program Plan - Health Policies - Health Consultant Resource Book
Storage areas	- Children at risk of potential injury, poisoning, chemical burns, etc.. - Risk of injury from exposure to scissors, glue guns, fans, etc..	- Storage areas are separate from classroom. Church storage closets and areas are locked. - Cleaning supplies and other chemicals are stored out of reach of children on high shelves in separate storage areas away from food items. - Adult scissors, glue guns, fans, etc. are not accessible to children; they are kept on high shelves and in closed cabinets and not used or used with caution when children are present. Use of children's scissors etc. is closely monitored.	- Emergency and Accident Policies - Child Care Program Plan - Health Policies - Health Consultant Resource Book
Accessibility of medications and cleaning products	- Potential risk of poisoning, chemical burns, injury, etc. from cleaning products - Potential risk of poisoning or overdose from medications.	- All cleaning supplies are stored in storage areas separate from the classroom and not accessible to the children. - Only emergency medication is stored at the center. It is kept in the office (on top of the refrigerator) out of reach of children, in labeled containers with the child's Action Plan specific to the child's condition or allergy.	- Emergency and Accident Policies - Child Care Program Plan - Health Policies
Areas that are difficult to supervise	- Risk of injury, maltreatment, inappropriate behaviors.	- All areas of classroom are observable. - Children are closely supervised at all times. -Staff move about the classroom and are strategically placed to cover all areas.	- Emergency and Accident Policies - Child Care Program Plan

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	- Potential fall or tripping on uneven terrain.	- Sidewalk use is encouraged. - Children closely supervised and in ratio.	- Emergency and Accident Policies - Child Care Program Plan
Proximity to hazards, busy roads and publicly accessed businesses	- Potential risk of injury, being hit by a car, leaving center, risk of abduction, etc.. - Potential risk from cars in parking lot.	- Layout of property and distance from road reduces risks. - Children are closely supervised at all times when outdoors. - Children and parents are instructed on safe practices; staying with adult, holding hands, walking, etc.. - Only Pumpkin Patch Preschool uses this parking lot on school days.	- Emergency and Accident Policies - Child Care Program Plan - Parent Handbook

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	- Direct supervision at all times. - Doors closed and locked as needed. - Teachers Only Open Doors Policy in place and followed. - Doors left open when smaller room is used. - Door spacers, Pinching Prevention devices, gates, door stops implemented.	- Emergency and Accident Policies - Child Care Program Plan - Teachers Only Open Doors Policy
Leaving children in the community without supervision	- At this time, no field trips into the community are taken. Community Resource Representatives such as fire fighters, EMTs, police, etc., visit on site.	- Parent Handbook
Children leaving the facility without supervision	- Direct supervision at all times. - Teachers Only Open Doors Policy instructed and followed. - Children are dismissed to parent or authorized pick up one at a time and by name at dismissal. - Doors to classroom and entry closed as needed. - Teachers stay close to any child having separation issues. - Parents and children instructed in safe practices.	- Emergency and Accident Policies - Child Care Program Plan - Teachers Only Open Doors Policy - Parent Handbook - Dismissal Procedure

Identified risks	Policies and procedures developed and implemented to minimize risks	Existing policies and procedures that minimize the risks
Caregiver dislocation of children's elbows	- Staff are instructed and required to follow guidelines regarding and forbidding rough handling of children. - They will be instructed in the risks of dislocating children's elbows by pulling, swinging, lifting, etc. of children. - If lifting a child, staff will lift using an under arms lift.	- Behavior Guidance Policies - Maltreatment of Minor Policies - Child Care Program Plan
Burns from hot food or beverages, whether served to children or being consumed by caregivers, and the devices used to warm food and beverages	- Staff will not have or consume hot beverages in the presence of children. - The microwave is located and used in the kitchen, not in the classroom. - Popcorn popper and any other appliance used will be used in the prep area away from children. - Foods will be checked and served at safe temperatures. - Staff will supervise children during snack and lunch time. - Food is served by staff and staff sit and eat with the children.	- Health Policies - Food Safety Procedures - Emergency and Accident Policies - Child Care Program Plan
Injuries from equipment, such as scissors and glue guns	- Adult scissors, glue guns, fans, etc. are not accessible to children; they are kept on high shelves and in closed cabinets and used only by adults with caution and never left unattended when children are present. - Use of children's scissors etc. is closely monitored. - Art supplies will be of non-toxic nature.	- Emergency and Accident Policies - Child Care Program Plan
Sunburn	- Staff will protect the children from over exposure to the sun by using protective clothing and limiting the time in direct sunlight. - Recommended Standard Practices for the prevention of sunburns will always be followed.	- Emergency and Accident Policies - Child Care Program Plan - Child Care Weather Recommendations Chart
Feeding children foods to which they are allergic	- Children with food allergies will always be identified. Staff will meet with parents and receive a description, instructions, safe food alternatives, and an Action Plan specific to the child. - If emergency medications are required, a Physician's order and a written parental permission form will be required. - Emergency medication will be stored in a labeled individual container in a designated safe location. - Staff will be instructed on how to administer medications. - Allergy-safe food alternatives will be stored in a separate labeled container. - Children's allergies will be posted in the office and in each class's folder. - Snacks and treats will be checked by parent/staff for safety. - Snack times are supervised and children with allergies will be closely monitored. - Hand washing upon arrival is required to minimize transferring peanut products and exposure from home.	- Health Policies - Food Safety Policies - Child Care Program Plan - Parent Handbook and monthly newsletters - Health Consultant Resource Book
Children falling from changing tables	- No changing tables are required or used at Pumpkin Patch Preschool.	Not Applicable

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 cleaning supplies are stored out of children's reach. - Use of cleaning products will be after hours allowing ample time for products to dry.	- Emergency and Accident Policies - Child Care Program Plan - Health Policies - Health Consultant Resource Book

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.	- Children are accompanied by staff whenever they move from one area to another. - Required staff/child ratio is maintained. - Teachers lead and open doors. - Children are counted to assure all have reached destination.
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.	Not Applicable - no infants at Pumpkin Patch Preschool.
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.	- Children will have rest time in the main classroom. - One staff member will be in direct supervision of the children while they are sleeping/resting for 30 minutes. - All other staff needed to meet ratio will be in the center. - After the 30 minutes, any children that are awake will participate in quiet activities. - Ratios will be maintained in the napping space and the large classroom.
Child drop-off and pick-up times.	- Parents accompany their child into the classroom at arrival where they are greeted and attendance name tag is identified and brought to the designated place in the classroom. All staff are present in the room. - At dismissal, children are dismissed one at a time directly to their parent or authorized pick up. The children sit and wait on the "listening rug" for their name to be called by dismissing teacher. This takes place in the classroom. Staff remain in the classroom with the children during this time.
Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks.	- Children are directly supervised at all times. Staff maintains or exceed required ratio. - Children are accompanied to play area and instructed in safe practices (walking feet, follow teacher, stay close to the building, etc.) on the way.

Required areas to be addressed regarding supervision of children	Policies and procedures developed and implemented to ensure adequate supervision of children
Supervision of children in hallways.	- Children are always accompanied by a teacher or parent when leaving the classroom or to go to the large bathroom with a group. - Children wait in the designated safe place called "the waiting wall" until the teacher leads them into the hallway.
Supervision of school age when using the restroom and visiting the child's personal storage space.	Not Applicable - no school age children at Pumpkin Patch.
Supervision of preschool children when using an individual, private restroom within the classroom with the door closed.	- In the classroom's individual restroom, the bathroom door is left open. A partially transparent curtain that separates the toilet from the sink gives the children a sense of privacy. - Children are within sight and hearing at all times.

Date Risk Reduction Plan was initially completed:	3/1/2025

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
Pumpkin Patch Preschool	2001761

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 Done
A REVIEW OF THE INTERNAL REVIEWS CONDUCTED UNDER MINNESOTA STATUTES, SECTION 245A.66, SUBDIVISION 1 (IF ANY) Done
A REVIEW OF SUBSTANTIATED MALTREATMENT FINDINGS (IF ANY) Done
A REVIEW OF INCIDENTS THAT CAUSED INJURY OR HARM TO A CHILD SINCE THE LAST REVIEW (IF ANY) Done

BASED ON THE YEARLY REVIEW, WHAT CHANGES WERE MADE TO THE RISK REDUCTION PLAN?	
Teachers are strategically staggered throughout the rooms in order to reduce the areas that are difficult to supervise.	
NAME AND TITLE OF PERSON COMPLETING YEARLY REVIEW	DATE OF YEARLY REVIEW
Cheree Geisler, Director of Operations	8/17/2026