



Child care centers licensed under Minnesota Statutes, chapter 245A, and Minnesota Rules, chapter 9503, must develop a risk reduction plan that assesses the general risks to children served by the child care center. The license holder must establish procedures to minimize identified risks, train staff on the procedures, and annually review the procedures. [Minnesota Statutes, section 245A.66, subdivision 2]

SAFETY RULES:

Excerpt from John Ireland Catholic School Preschool Handbook

o Injury

- Do not allow children to run with wooden sticks or other articles that may break if child falls.
- Handle children gently when physical handling is necessary.
- Keep sharp objects of children's reach and only allow use under close supervision
- Keep protective covers on electrical outlets.
- Tape electric cords to floor to prevent tripping.
- Sweep up broken glass immediately and supervise children until disposed of.
- Wipe up spilled liquids immediately.

o Burns

- Do not have matches in a place where children will find them.
- Store matches in a metal container out of reach of children.
- Hot glue guns will not be used around children.
- Make sure all children are properly dressed when they play outside in cold weather to prevent frostbite.
- Do not allow children to use microwave ovens or other heating devices
- Do not drink hot coffee, soup or other hot items in proximity of children.
- Allow cool down time for soup or other hot lunch items that may cause burns to children and deliver it to their tray once they are seated.
- Make sure all children are properly dressed and have plenty of fluids when they play outside in hot weather to prevent sunburn, sunstroke, or dehydration.

o Poisoning

- Store all chemical products and medicines out of reach of children.
- Keep cleaning products and medicines in separate storage areas away from food products.
- Maintain "Students with Allergies" list for all staff and monitor food consumption.
- Do not allow children to chew or swallow leaves, plants, or berries they may find.
- Clean up all spilled liquids.
- Hotline number for poison information is 1-800-222-1222.

o Suffocation and Choking

- Keep objects that can be swallowed by children out of the center.
- Teach children not to put objects in their mouth.
- Do not stimulate a child to laugh or cry when there is an object in their mouth.

o Pedestrian and Traffic

- Cross streets only at intersections with school safety patrol or adult supervision.

- Look both ways before crossing streets and be certain there are no oncoming vehicles.
- Never run into the street to chase a ball.
- While outside, children will be closely supervised at all times.
- Street and alley adjacent to preschool playground must be blocked off during recess.

○ **Potential Hazards**

- The teacher will be responsible for daily inspection of the building and grounds to detect potential hazards.
- The teacher will inspect the classroom, bathrooms, shared areas and the playground for hazards each morning, before the children arrive and throughout the day.
- Any hazards will be immediately corrected or removed.
- The teacher or aide will open, close, and hold open doors for students to reduce risk of finger pinching.
- The teacher and/or aide are responsible for monitoring students for safety and attendance throughout the day.

○ **Fire Prevention and Procedures**

- Five fire drills will be conducted and logged annually. Each instructor will teach their students the correct evacuation procedures.
- Primary and secondary exits and routes will be identified in each room.
- Emergency phone numbers will be posted on all phones in the building.
- School personnel will be aware of and trained on the location and proper use of fire extinguishers at the beginning of each school year.
- School personnel will be trained in the correct procedures to follow in case of a fire emergency at the beginning of each school year.

○ **Blizzard, Tornado, or Natural Disaster**

- Parents will be notified as soon as possible when a blizzard is forthcoming. Notices of school closing will be broadcast on local stations. Children will remain at school until picked up by an authorized adult.
- Tornado drills will be conducted and logged annually. Each instructor will teach their students the correct evacuation procedures.
- The school's music room is used for tornado emergency.

○ **Lock Down**

- Five lock down drills will be conducted and logged annually.
- Each instructor will teach their students correct lock down procedures.

○ **Missing Child**

- A missing child will be reported immediately to the police as well as to the properly designated adult on the enrollment form.
- The teacher and/or aide are responsible for monitoring students for safety and attendance throughout the day.

○ **Unauthorized or Incapacitated Person**

- Children will not be released to an unauthorized person or anyone who appears to be incapacitated or suspected of abuse attempts. An emergency contact person will be called if a child needs to be picked up in this situation. If necessary, the local police will be called.
- If no one comes to pick up a child, the two primary persons or emergency contact persons listed on the enrollment form will be contacted. Program staff will stay with any children that have not been picked up until an authorized pick-up person arrives.

RISK REDUCTION PLAN:

- **Assessment of risks to children.** The risk reduction plan must include an assessment of risk to children the center serves or intends to serve and a statement of measures that will be taken to minimize the risk of harm presented to children. The assessment of risk to children the center serves or intends to serve must be based on the general vulnerability of children, physical plant, and environment.
- **Vulnerability of children** – Assessment of the risk presented by the vulnerability of children, including a evaluation of age, developmental functioning, and the physical and emotional health of children the program serves or intends to serve.
 - John Ireland Catholic School Preschool serves students from ages 3 to 5 years of age
 - The parents are kept up to date with their child’s developmental progress through the use of student progress reports, quarterly assessments, parent-teacher conferences and parent-teacher communication links. All assessments are completed and documented by the classroom teacher. Quarterly progress reports (on-site) are sent home to parents.
 - The parents are kept up to date with their child’s physical and emotional progress through the use of student progress reports, quarterly assessments, parent-teacher conferences and parent-teacher communication links. All assessments are completed and documented by the classroom teacher. Quarterly progress reports (on-site) are sent home to parents.
 - John Ireland Catholic School Preschool provides a safe and secure environment for its students. All students are supervised at all times with a student teacher ratio of no more than 10 students per adult supervisor ensuring their environment is developmentally appropriate, safe and secure. The first adult is the licensed early childhood teacher. If there are more than 10 students, a paraprofessional is present at all times.
 - All procedures listed above are implemented through our School Readiness and Program Plan, which can be found on page 26 of our Policies and Procedure Manual (see attached).
- **Physical plant** – An assessment of the risks presented by the physical plant where the licensed services are provided, including an evaluation of the condition and design of the facility and its outdoor space, bathrooms, storage areas and accessibility of medications and cleaning products that are harmful to children, doors where finger pinching may occur, and the existence of areas that are difficult to supervise was conducted.
 - John Ireland Catholic School School was built in 2000. The students are supervised at all times by trained paid staff, to, from and while on the playground. All areas that are accessible to our preschoolers are kept safe by the close observation of our well trained and professional maintenance, office, administration, and teaching staff. We are inspected regularly by our insurance company. John Ireland Catholic School School regularly performs fire, tornado and lockdown drills (see safety rules, fire prevention and safety, lockdown and blizzard/tornado).
 - John Ireland Catholic School School’s safe and accessible bathrooms are monitored throughout the day by staff for cleanliness and unsafe conditions such as messy use of facilities, wet floors, and broken or malfunctioning furnishings. Preschool students are given scheduled bathroom breaks and allowed unscheduled breaks as well. Preschool students will be supervised by an adult while using the facilities. Medications are locked in a locked cabinet in the school office

and are only accessible to the school nurse, administrator, and secretary. Any use of medication for student use is documented in the medical log and a note is sent home to parents. All cleaning products are locked in specified storage areas throughout school building. The use of cleaning products is not done while children are present (see safety rules, poisoning and potential hazards).

- Inside doors are blocked open throughout the day and are only opened and closed by adults. Outside doors are held open for children by an adult while students go to and from outside recess (see safety rules, potential hazards).
- The classroom is arranged for optimal supervision of all students. The teacher and/or aide monitor students throughout the day in the classroom, bathrooms, playground, and lunch room. If students need privacy or are out of view, verbal communication is maintained. (See safety rules, potential hazards).
- **Environment-** Assessment of the risks presented by the environment for each facility and for each site, including an evaluation of the type of grounds and terrain surrounding the building and the proximity to hazards, busy roads, and publicly accessed businesses.
 - John Ireland Catholic School was built in 2000. The play area is up to code with modern equipment, and is enclosed by the building and fence around the perimeter. While outside, children will be closely supervised at all times. Sidewalks are maintained and kept clear of ice, debris and other hazards.
 - Our students are supervised at all times by trained paid staff, to, from and while on the playground. All areas that are accessible to our preschoolers are kept safe by the close observation of our well trained and professional maintenance, office, administration and teaching staff.
- **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 students are supervised at all times by trained paid staff during times of transition to one area of the facility to another. Children will walk in single file. Running will not be allowed.
 - Parents are required to use the front entrance of the school to deliver their children for the day. Students are supervised by trained paid staff during all times throughout the day. Parents are required to use a locked entrance when picking up their child from after school care. Parents should ring the doorbell for access. A trained paid staff member will open the locked door for parents to enter. Staff will supervise students up to the time of pick-up.
 - The students are supervised at all times by trained paid staff, to, from and while on the playground, field trips, and neighborhood walks. Students are required to listen to staff direction and stay safe.
 - The students are supervised at all times by trained paid staff all around the building including hallways, bathrooms, and classroom. Running is not permitted in the building with the exception of indoor recess/playtime.

- **Additional risk of harm factors to children.** In addition to any program- specific risks identified under the assessment in Section A, the risk reduction plan must include a statement of measures that will be taken to minimize the risk of harm presented to children or refer to policies and procedures developed and implemented to minimize the risk of harm or injury to children including:
 - **Closing children’s fingers in doors, including cabinet doors** Inside doors are blocked open throughout the day and are only opened and closed by adults. Outside doors are held open for children by an adult, while students go to and from outside recess (see safety rules, potential hazards).
 - **Leaving Children in the community without supervision** The classroom is arranged for optimal supervision of all students. The teacher and/or paraprofessional monitor students throughout the day in the classroom, bathrooms, playground, and lunch room. If students need privacy or are out of view, verbal communication is maintained (see safety rules, potential hazards).
 - **Children leaving the facility without supervision** The classroom is arranged for optimal supervision of all students. The teacher and/or paraprofessional monitor students throughout the day in the classroom, bathrooms, playground, and lunch room. If students need privacy or are out of view, verbal communication is maintained. Attendance is monitored throughout the day. If a child is missing it will be reported immediately to the police as well as to the properly designated adult on the enrollment form (see safety rules, missing child and potential hazards).
 - **Caregiver dislocation of children’s elbows** Care givers are not allowed to pull children up by arms. Caregivers must be aware of child dropping to floor while holding his / her hand.
 - **Burns from hot food/beverages, whether served to children or consumed by caregivers, and devices used to warm food and beverages.** Children are not allowed to use microwave ovens or other heating devices. Lunchroom supervisors allow time for soup or other hot lunch items that may cause burns to children to cool.
 - **Injuries from equipment, such as scissors and glue guns** Children will not be exposed to hot glue guns. Adults will not use hot glue guns around children. The children will be taught the dangers of scissors and the appropriate use of scissors. Students will not be in the proximity of scissors with pointed ends. Students will be closely monitored by staff when using blunt ended scissors (see safety rules, injuries and burns).
 - **Sunburn** Children must be properly dressed and have plenty of fluids when they play outside in hot weather to prevent sunburn, sunstroke, or dehydration. If students are exposed for any length of time, they must have sunscreen, preapproved by parents, applied by staff (see safety rules, burns).
 - **Feeding Children foods to which they are allergic** The school maintains a “Students with Allergies” list for all staff. The information is obtained from beginning of the year school registration forms filled out by parents. Lunchroom supervisors monitor students with allergies and maintain safety zones for these children (safety rules, poisoning).
 - **Children falling from changing table** N/A
 - **Children accessing dangerous items or chemicals, or coming into contact with residue from harmful cleaning products.** The teacher will be responsible for daily inspection of the building and grounds to detect potential hazards. The teacher will inspect the classroom, bathrooms,

shared areas and the playground for hazards each morning, before the children arrive and throughout the day. Any hazards will be immediately corrected or removed. Chemical products and medicines are kept out of reach of children. Cleaning products and medicines are kept in separate storage areas away from food products in children free zones and locked up. Children are not allowed to chew or swallow leaves, plants, or berries they may find. The hotline number (1-800-222-1222) for the Poison Control Center is posted next to all telephones (see safety rules, poisoning and potential hazards).

- **Accessibility of hazardous items.** The accessibility of hazardous items to children is prohibited at all times when children are present.
- **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.
- **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.

