

# EarlyVentures Learning Center



## Handbook

EarlyVentures Learning Center  
201 Orchard St.  
Northfield, MN 55057

507-645-1216 (Butterfly Room)  
507-645-1215 (Firefly Room)  
507-645-1248 (Ladybug Room)  
507-645-1222 (Caterpillar and Bee Rooms)



**COMMUNITY SERVICES DIVISION**  
**Learning and Recreation For Life**

[Northfieldschools.org](http://Northfieldschools.org)

## Contents

Child Care Program Plan.....	4-5
Philosophy	
Goals	
Enrollment	
Days and Hours of Operation	
Program Options	
Ratios.....	5
Financial Policies and Procedures.....	5-6
Fees	
Registration Fee	
Payment	
Absence.....	6
Change of Schedule.....	6
Arrival and Departure.....	6-7
Late Pick-Up	
Emergency Closing Procedures.....	7
Withdrawal from Program.....	7
Parent Information.....	7
Release of Children.....	7-8
Enrollment Forms.....	8
Conferences and Tours.....	8
Outside Child Care Services.....	8
Birthdays.....	8-9
Insurance.....	9
Children's Attire.....	9
Health and Immunization.....	9
Allergy Prevention and Response.....	9-10
Medication Policy.....	10
Child Care Center Health Policy.....	10-12
Diapering	
Toileting	
Handling and Disposal of Bodily Fluids	
Medical Conditions	
Naps and Rest	
Food Storage	
Meals and Snacks.....	12
Sick Child/Absence.....	12-13
Emergency Accident Procedure Policy.....	13-15
Administering First Aid	
Accident Prevention	
Fire Prevention	
Natural Disasters	
Missing Child	
Release of Children	
Incapacitation or Suspected Abuse	
Abandoned Child	
Source of Emergency Medical Care	

Accident Reports	
Emergency Preparedness.....	15
Permission Slips.....	15-16
Secondary Parks.....	16
Program Qualifications.....	16
Policy on Services to Children with Special Needs.....	16-18
Behavior Guidance Policies.....	18-20
Biting	
Behavior Policies.....	20-22
Behavior Incident Reports	
Pets .....	22
Parent Visits.....	22
Telephone Number for Division of Licensing.....	22
Toys.....	23
Mandated Reporting/Maltreatment of Minors.....	23
Internal Review .....	23-24
Northfield Public School Board Policy Regarding Sexual Harassment and Sexual Violence.....	24-28
Grievance Procedure.....	28
Staff Policies .....	28-29
Risk Reduction Plan.....	29
Appendix A: Procedures for ALC Students Child(ren) Accessing EarlyVentures.....	30
Appendix B: EarlyVentures Emergency Preparedness Plan.....	31-45
Appendix C: Longfellow Floor Plan and Evacuation Route.....	46-47
Appendix D: Mandated Reporting.....	48-49
Appendix E: EarlyVentures Risk Reduction Plan.....	50-62

## **CHILD CARE PROGRAM PLAN**

### **Philosophy**

EarlyVentures Learning Center provides professional, quality care to meet each child's physical, emotional, social, and developmental needs during their time enrolled at our center. This is fostered by allowing the child space to grow, to be themselves, and to enjoy their time with other children and staff. EarlyVentures continuously strives to provide high quality care in a safe, nurturing environment.

### **Goals**

EarlyVenture's goal is to provide a warm, loving, healthy, safe, and stimulating environment for children while under supervision of staff at all times. All aspects of a child's development are considered, including language, literacy, and communications; mathematics; social and emotional development; approaches to learning; the arts; social systems; physical and movement development; and scientific thinking.

We strive to keep parents actively involved in the care of their children while pursuing their own goals. We invite parents to review our program plans at any time and contribute their ideas to the EarlyVentures Site Leader or the Ventures Coordinator. Parents may review our program plan in the Parent Handbook, located online and on site at EarlyVentures. The program plan will be annually evaluated in writing by a staff person qualified as teacher status under DHS guidelines. Daily schedules and descriptions of developmentally appropriate activities can be found in each EarlyVentures classroom.

### **Enrollment Policy**

EarlyVentures Learning Center is licensed to care for 88 children. The center is licensed for 14 infants and a combination of 74 toddler/preschoolers. Enrollment cannot exceed 28 toddlers or 60 preschoolers.

An infant is a child at least 6 weeks old but less than 16 months, a toddler is a child at least 16 months but less than 33 months, and a preschooler is a child who is at least 33 months old but has not yet attended the first day of kindergarten.

### **Days and Hours of Operation**

EarlyVentures Learning Center operates 51 weeks per year, Monday through Friday. The center is open daily from 6:30 AM to 6:00 PM. EarlyVentures is CLOSED on the following days:

Labor Day	New Year's Day
Thanksgiving Day	Memorial Day
Friday after Thanksgiving	July 4 <sup>th</sup>
Christmas Eve	At least 2 days before the start of the summer session
Christmas Day	One week before the start of the fall session
New Year's Eve	

EarlyVentures Learning Center reserves the right to close on days preceding or following these holidays. Decisions regarding operation on release days will be made based upon a minimum child enrollment and school district policies.

## **Program Options**

The childcare center is licensed by the Minnesota Department of Human Services to care for children ages 6 weeks to the first day of kindergarten. It is staffed by a combination of site leaders, teachers, assistant teachers, and aides to meet required staff/children ratios at all times. The center offers five separate classrooms to meet the diverse needs of EarlyVentures children.

**INFANT:** (Ages 6 weeks to 15 months) A loving atmosphere where intellectual and physical development are stimulated with music, literacy, language, muscle development, and exploration of the environment using age-appropriate equipment. A staff ratio of at least one adult to four children is maintained.

**TODDLER:** (Ages 16 months to 35 months) The curriculum is designed to cover areas of physical activities, language arts, creative thinking, socialization, communication, and self-sufficiency skills with emphasis on exploration and discovery. A staff ratio of at least one adult to seven children is maintained.

**PRESCHOOL:** (Ages 36 months until the first day of kindergarten) Opportunities are provided for large muscle activities, dramatic play, community exploration, and socialization as well as the above named activities. A staff ratio of at least one adult to ten children is maintained.

## **RATIOS**

EarlyVentures follows the Department of Human Services Child Care Center Rule 3 guidelines for staff to student ratios.

Infants will never exceed a 1:4 ratio

Toddlers will never exceed a 1:7 ratio

Preschoolers will never exceed a 1:10 ratio

## **FINANCIAL POLICIES AND PROCEDURES**

### **Fees**

EarlyVentures is a non-profit program operating on revenue collected from tuition. This program is not funded from the ISD #659 general fund. Parents must contract with EarlyVentures Learning Center for services needed and follow a weekly or monthly payment schedule. We reserve the right to drop a child from the program when payment is delinquent. Families will also be responsible for any and all additional collection fees accumulated while recovering monies on delinquent accounts. The rates vary depending on age and schedule options.

## **Registration Fee**

There is a non-refundable registration fee which must be submitted at the time of initial enrollment. The fees help defray the cost of processing enrollment forms and immunization records, and most importantly, they help with the center's supplies.

## **Payment**

Payment of your childcare account must be made in full by the end of each month. EarlyVentures strongly encourages all families to consistently check their accounts online. Paper statements will only be mailed one time per year unless otherwise requested in writing to the Ventures main office. Co-payments for families on child care assistance are due bi-monthly on the 1st and 15th of each month. Parents on childcare assistance will be responsible for any and all costs not covered by county assistance.

## **ABSENCE**

Please notify EarlyVentures if your child will be absent for any reason. Parents will be billed for all scheduled days. Please remember, if your child is at EarlyVentures, they will need to be well enough to participate in all activities, including outdoor play.

## **CHANGE OF SCHEDULES**

A permanent change of schedule requires a one month written notice and a \$50 change of schedule fee will be charged to your account.

## **ARRIVAL & DEPARTURE**

Parents must sign their child(ren) in each day upon arrival in order to transfer responsibility of care from the parent to authorized EarlyVentures staff. Once the child is signed in, parents may bring the child to the group, allowing for EarlyVentures staff to facilitate the parent's departure.

Upon departure, parents must sign the child(ren) out and let the EarlyVentures staff know that he or she is leaving. Once the child is signed out, he or she is no longer the responsibility of EarlyVentures staff. All children must be picked up by 6:00 p.m.

If you will be late, you MUST notify EarlyVentures. Parents will be charged \$1 for every minute late according to the classroom's clock. Multiple late pick-ups can result in termination of care.

All parents and legal guardians are allowed access to their child any time while in the care of EV.

## **Late Pick-Up**

EarlyVentures closes promptly at 6:00 p.m. as staff's day end at this time as well. All children MUST be picked up by 6:00 p.m. If you will be late, you MUST notify EarlyVentures. Parents will be charged

\$1 for every minute late according to the classroom's clock. (If you receive childcare assistance, you will be personally responsible for this charge.) Every attempt will be made to contact parents and authorized persons. 911 will be notified at 6:30 p.m. if a child remains at the center. Multiple late pick-ups can result in termination of care.

## **EMERGENCY CLOSING PROCEDURES**

### **Emergency Closing or Early School Dismissal**

- If school is closed for the day because of severe weather, EarlyVentures will be closed that day.
- If school has a delayed starting time, EarlyVentures will have a two-hour late start time of 8:30 a.m.
- If school is dismissed early, EarlyVentures will close at 2:30 p.m.

#### **Notification**

- Kare TV (Channel 11)
- KMSP TV (Channel 9)
- KSTP TV (Channel 5)
- WCCO TV (Channel 4)
- WCCO Radio (830 AM)

#### **Online Alerts**

- Kare 11 School Alert- On this site, you can sign up for email alerts indicating when your district is closed.
- KMSP (Fox 9 News)- School Closings
- KSTP 5- School Alerts

- Credit is not given towards Ventures programs for days or time missed due to emergency closings.

## **WITHDRAWAL FROM PROGRAM**

Once registration forms are received, EarlyVentures requires a one month notice for all withdrawals as your spot has been secured and staff have been put into place. This one month notice must be written and signed by a parent/guardian. If there is no notification, a one month change will automatically be assessed. These costs will appear on the final bill.

## **PARENT INFORMATION**

Important parent communication will be sent via email, Seesaw, or as a hard copy that can be found in your child's cubby. There may also occasionally be signs or posters advertising upcoming early childhood or family events. Please make sure to check cubbies daily.

## **RELEASE OF CHILDREN**

Children will be released only to their parent/guardian or to the authorized pick-up indicated on your emergency card or registration form. Staff will ask for picture I.D. from persons not familiar to them.

If anyone other than the authorized persons will be picking up your child, you must turn in a signed and dated note to staff PRIOR to the scheduled pick-up time.

### **ENROLLMENT FORMS**

EarlyVentures must have the following forms on file for each child:

1. EarlyVentures Contract for Services
2. Emergency Card
3. Immunization Record
4. Health Care Summary (completed by your child's doctor)
5. Infant Dietary Instructions (if applicable)
6. Health Updates

\*Children may not attend EarlyVentures until all forms are completed and up-to-date.

It is the family's responsibility to keep us informed of changes in your child's file. (i.e. changes in employment, phone number, address, authorized contacts, etc.) Please submit these changes in writing.

### **CONFERENCES AND TOURS**

Parents may request a conference or tour with either the Ventures coordinator or the site leader before their child is enrolled in the center. The conference will help familiarize families with the program, EarlyVentures policies and procedures, and the center's space, including their child's classroom. Staff will also ensure that the family's paperwork is complete and up-to-date as well as answer any questions.

Conferences on a child's progress in the program will be offered to the parent twice per school year. A written assessment will be provided that will report on a child's academic, physical, social, and emotional development. These conferences may be done via phone if it is more convenient for the family.

### **OUTSIDE CHILD CARE SERVICES**

While EarlyVentures cannot prohibit employees from providing child care services outside our typical program and hours, it is strongly discouraged. EarlyVentures will not be responsible for any acts or omissions of an EarlyVentures employee should they provide families with outside services.

### **BIRTHDAYS**

Due to district policy, we are not able to celebrate birthdays with a sweet treat (cookies, cupcakes, donuts, etc.) Families are more than welcome to provide a treat that is not food related (stickers, pencils, etc.), but it is certainly not necessary.

Children will be recognized and celebrated in their classroom when it is their birthday through items and rituals that do not involve food.



In order to be fair to all children, we request parents handle party invitations outside of the program. It is NOT EarlyVenture's staff responsibility to hand out invitations.

### **INSURANCE**

EarlyVentures Learning Center is insured through the ISD #659 insurance carrier. The center does not operate any vehicles for the transportation of children. Staff are not authorized to transport children in their personal vehicles under any circumstances.

### **CHILDREN'S ATTIRE**

Children should be adequately dressed for indoor and outdoor activities EVERY day. Winter outdoor play will require jacket, snow pants, boots, hat, and mittens or gloves. All belongings should be labeled with the child's name. A lost and found is available within the childcare center for parents to check periodically. EarlyVentures Learning Center will not be responsible for lost or missing items.

An extra set of clothing should be sent with children or left at the center. All items children bring should be clearly labeled with the child's name and left in the child's cubby. Dirty clothes will be sent home each day. When extra clothes or winter outdoor clothes are needed and are not available, parents will be notified and required to bring them.

All children in diapers will be checked each hour and changed as needed. Parents are required to provide diapers and wipes for their child. Parents will be billed \$1.00 per diaper change when diapers have not been provided from home.

Please have shoes for your child at the center each day. No boots, stocking feet, slippers, flip-flops, or bare feet in the classrooms.

### **HEALTH AND IMMUNIZATION**

A medical record will be maintained for each enrolled child. A current health care summary, including any known allergies or health concerns, and an immunization record must be on file for each child. These forms must be completed and turned in to EarlyVentures BEFORE the child can attend. The center will provide all necessary forms that must be signed by a physician. Children moving up to the next classroom must have immunization records updated by their physician. Children under 24 months must have yearly exams.

### **ALLERGY PREVENTION AND RESPONSE**

Before a child can attend EarlyVentures, parents must provide documentation of any known allergy. EarlyVentures will maintain current information about the allergy in the child's file and an ICCPP (individualized child care program plan) will be developed. The ICCPP will include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. EarlyVentures staff will review ICCPPs at least annually or following any changes made

to allergy-related information in a child's file or on their ICCPP. Documentation of staff review will be kept on site at EarlyVentures.

Children's allergy information will be readily available at all times including when on site and when on field trips. Allergy information will also be readily available to all EarlyVentures staff in areas where food is served.

EarlyVentures staff will contact a child's parent or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. EarlyVentures will call emergency medical services when epinephrine is administered to a child during care.

### **MEDICATION POLICY**

Whenever a child requires oral or surface medication, including over the counter medications, parents must fill out a written authorization form. A separate form is needed for each medication. The form includes: child's name, name of drug, quantity to be dispensed, time to be dispensed, doctor's authorization, and any special handling needed. Medication must be in the original container with legible information. Any container that does not meet these requirements will be returned to the parents. The staff member who administers the medication will indicate the date and time a medication was given, print their name, and sign the form. These records will be kept in the child's file. Written authorization is required by parents for the administration of syrup of ipecac.

### **CHILD CARE CENTER HEALTH POLICY**

**Diapering Procedures:** Each child must have their own supply of diapers. The center has extras only for emergencies. The following is the diapering procedure that we follow:

- Put clean paper on the changing table.
- Wet 3 or 4 paper towels, if the parent has not supplied the child with diaper wipes.
- Wash the child's bottom, apply diaper product (if applicable), and apply a fresh diaper.
- Dispose of the diaper and paper in the diaper pail.
- Take the child to the sink and wash their hands and face with warm running water and soap.
- Dry the child.
- Staff must wash and dry their own hands after each child with warm running water and soap.
- Note on the chart: child's name, time of day, wet, dry or BM.

**Toileting:** Children must be fully potty trained and able to use a typical toilet independently by the time they reach four years of age. Should a child that is four years or older have a poop accident, parents will be called and asked to pick up their child. Should a child that is four years or older have a pee accident, they will be asked to change in to their spare set of clothes. Soiled clothes will be put in a plastic bag for parents to take home. Should children that are four years or older have more than one accident in a day, parents will be called and asked to pick up their child. If a child continues to have frequent accidents on a daily basis, EarlyVentures may terminate care until the child is completely potty trained. Written warning will be given to parents before this action takes place. Children may not move up to the Butterfly Room unless they are fully potty trained.

**Handling and Disposal of Bodily Fluids:** Surfaces that come in contact with potential bodily fluids, including blood and vomit, must be cleaned and disinfected according to MN Rules, part 9503.0005, subpart 11. Per guidelines, EarlyVentures will have disposable gloves, disposable bags, and eye protection on site. Blood contaminated material must be disposed of in a plastic bag with a secure tie and sharp items used for a child with special care needs must be disposed of in a “sharps container.” The sharps container will be stored in the Longfellow nurse’s office, out of reach of children.

**Medical Conditions:** Lesions, open wounds, potentially infectious sores, or skin conditions that may discharge on a child’s body will need to remain covered while children attend EarlyVentures. This policy is strongly enforced to protect others from the potential of exposure to bodily fluids. EarlyVentures will change bandages or re-apply them as necessary. Parents may be required to supply bandages or dressings that are needed.

**Naps and Rest:** A crib will be provided for all infants in which the center is licensed to provide care. All cribs will conform to federal crib standards and EV staff will follow DHS regulations in adhering to crib safety standards, including routine crib inspection requirements. All EarlyVentures staff will also receive annual training in the reduction of risk of sudden unexpected infant death.

All cribs will have a firm mattress with a fitted sheet that is appropriate to the mattress size that fits tightly on the mattress, and overlaps the underside of the mattress so it cannot be dislodged by pulling the corner of the sheet with reasonable effort. Infants may only be placed in a crib with a pacifier (optional) and inside a sleep sack (optional). Infants may only be swaddled in a sleep sack if written consent from a parent has been received and the infant has not yet begun to roll over on its own.

All infants will be placed on their backs for all naps. Parents that do not wish to have their child placed on his or her back will need a signed physician approval form before EarlyVentures will accommodate the request. EarlyVentures will also require parents to sign a waiver stating that ISD #659 and its employees cannot be held liable. An infant who independently rolls onto its stomach after being placed to sleep on its back may be allowed to remain sleeping on its stomach if the infant is at least six months of age or EV has a signed statement from the parent indicating that the infant regularly rolls over at home.

Should an infant fall asleep before being placed in a crib, EV will move the infant to a crib as soon as is practicable. The infant will always be in sight of EV staff until being placed in a crib. Should an infant fall asleep while being held, EV staff will consider the supervision needs of the other children in the classroom when determining how long to hold the infant before placing the infant in a crib to sleep. The sleeping infant will never be in a position where the airway may be blocked or with anything covering the infant’s face.

Prior to toddler and preschool naptimes, each child will use the toilet or be diapered and hands will be washed before going to the nap area. Small blankets and pillows may be brought from home and laundered weekly or when soiled; no sleeping bags or bed pillows please. Adults will rock toddlers and comfort other children (rubbing heads, backs, etc.) as needed. All cribs and cots will be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment. After 30 minutes, all children that have rested quietly and

are awake may go into another area for quiet play. As children awake, they will join the others in the play area.

**Food storage:** Milk and formula will be kept refrigerated at all times. As with other food, milk or formula not consumed by the child during normal feeding times will be disposed of. At the next feeding, fresh milk or formula will be offered. When parents bring bottles, they will be placed in the refrigerator until feeding time. A separate bottle is required for each feeding time. All bottles and infant food items must be labeled with the child's name. Food supplements and medications will be given to children only with a signed statement from the parent and the physician. Whenever a child requires oral or surface medication, parents must fill out a written authorization form. Parents shall provide the center with the child's diet plan, as recommended by their physician, and the eating habits of their child.

### **MEALS AND SNACKS**

The center will provide morning and afternoon snacks. Hot lunch is available when school is in session and billed at the elementary school rate. Free and reduced lunches are available during the school year for those who qualify. Free/reduced lunches are not available during the summer session. A menu is available at the beginning of each month. These lunches are payable in advance and are billed separately from tuition. Children that prefer cold lunches should bring a bag lunch clearly labeled with their name. Pop and juice boxes will not be allowed in cold lunches as milk is required. Milk will be available and will be billed separately. Foods that need to be microwaved will not be allowed except in the infant room. Cold lunches must meet USDA requirements. Supplements will be provided if necessary at a cost to the parent of \$0.75 per item.

Northfield Public Schools Department of Nutrition Services is responsible for providing hot lunches as EarlyVentures does not prepare food on site. Nutrition Services follows all procedures and practices that are in compliance with the requirements for food and beverage establishments in chapter 4626, which include: hand washing; maintaining hot and cold food temperatures at safe levels; washing of food, utensils and equipment; and serving of food.

### **SICK CHILD/ABSENCE**

Please notify EarlyVentures if your child is ill or will be absent. Parents will be billed for all scheduled days. Please remember, if your child is at EarlyVentures, they will need to be well enough to participate in all activities including outdoor play.

If children receive over the counter medication before they arrive at EarlyVentures, parents must inform EarlyVentures staff. If a child becomes ill while at the center, staff will make arrangements with the parent for pick-up of the child. Sick children will be isolated, but supervision will be maintained at all times. A parent is required to inform the center within 24 hours if their child contracts a contagious disease. EarlyVentures will post the information the same day that any contagious disease is reported. The health department will be notified of any reportable disease or illness.

A child with any of the following conditions or behaviors is considered a sick child and must be isolated from other children at the center. The family will be called immediately and the sick child will be isolated on their cot/crib until the parent can pick them up.

**Conditions:** A contagious illness or condition as specified in Minnesota Statute rule 3 part 4605,7040, or:

1. A child with chicken pox, until the lesions are crusted over.
2. A child who has had 3 loose stools since admission that day.
3. A child who has vomited since admission that day.
4. Any bacterial infection that has not completed 24 hours of antimicrobial therapy.
5. A child who has ringworm or scabies that is not treated.
6. A child who has lice that has not been treated or any nits remaining in the hair.
7. A child who has a 100 degree temperature or higher.
8. A child who has an undiagnosed rash or sore, discharging ears or eyes, or discharging lesions on their body.

Children must be fever, diarrhea, and vomit-free for 24 hours before they can return to EarlyVentures. Sick children will be supervised at all times.

## **EMERGENCY AND ACCIDENT PROCEDURE POLICY**

**1. Administering First Aid:** All staff members will be trained in Red Cross First Aid and infant and child CPR. In the event of an accident, a staff member will evaluate the accident and decide on the appropriate course of action. Minor accidents such as scraped knees, etc. will be washed with warm water and soap. A bandage will be applied. Parents will be informed of any such incidents upon pick-up. Accident reports will be filed any time it is necessary to call parents or if the incident requires treatment by a physician. A report must be filed with the Commissioner within 24 hours of any injury requiring medical care.

### **2. Accident Prevention Procedures:**

**A. Injury:** Equipment will be kept in good repair. All sharp items such as scissors and knives will be kept out of the reach of children. Blunt end scissors will be used by children.

**B. Burns and Electrical Shock:** All outlets not in use will be covered. Cords that are being used will be placed in outlets out of the reach of children. Use of electrical equipment in the children's play area will be kept to a minimum. Items that produce heat will not be allowed in the children's play areas. Water at the faucets will not be more than 120 degrees to prevent scalding. Flammable items such as gas or lighter fluid will not be stored at the center. Storage areas will be kept free of combustible material and trash. Furnishings will not be highly flammable.

**C. Poisoning:** All medication and toxic substances, such as household cleaners will be placed in/on shelves out of reach of children. All staff will be instructed on items that are toxic and on the proper storage of such items. Staff will know procedures for accessing the poison control center.

**D. Aspiration or Choking:** Food items will be chosen carefully and foods difficult for children to chew or eat will not be served. Toys will also be chosen for the appropriate age

levels. Small and easily broken toys, balloons, and toys with loose parts will not be allowed. All staff will be trained in CPR.

**E. Suffocation:** Plastic bags and other materials that could cause suffocation will be kept out of the reach of children. The area will be checked regularly for items that may cause suffocation and these items will be immediately removed.

**F. Traffic and Pedestrian Accidents:** Corridors will be kept clear for easy exits and traffic patterns. Floors will be safely carpeted or tiled and the center will have adequate lighting.

EarlyVentures staff will conduct a daily inspection of potential hazards in the center and on the outdoor activity area.

### **3. Fire Prevention and Procedure:**

**A. Fire Evacuation Plan:** The fire evacuation routes are posted in each room. They are located next to the doors and show the closest outside exit as well as secondary exits. The center will conduct routine fire drills to be prepared for any fire that could occur.

**B. Fire Drills:** All staff and children will participate in routine fire drills. The fire evacuation routes will be discussed and a record kept of all drills, indicating the date and time drills were practiced. A procedure to account for all children will be part of each drill. Staff will be trained to know who is responsible for which areas and the phone number of the local fire department.

**C. Procedure in the Event of a Fire:** Staff will know the location and proper use of a fire extinguisher and how to close off the fire area. All staff will participate in fire drills to provide proper training in how to carry out fire procedures.

### **4. Natural Disasters:**

**A. Tornadoes:** In the event of a tornado, staff will gather all children together and go to the designated tornado safety area. All children will be instructed to remain seated until danger has passed. The center will maintain a log of the dates and times of monthly tornado drills from April to September.

**B. Blizzard:** In the event that parents are delayed in picking up their children, the center will remain open to care for the children until the parents arrive. EarlyVentures will follow ISD #659 school closing policies.

**C. Other Natural Disaster:** In the event that there is a natural disaster, EarlyVentures will follow ISD #659 policies and procedures.

**5. Missing Child:** When staff are unable to locate a child, all children will be asked to sit in one room. A check by all available staff will be made of the center and surrounding area. If the child is not located, the person in charge will notify the Northfield Police Department and the child's parents.

**6. Release of Children:** Children will be released only to their parents or persons authorized on the emergency card. No one other than the authorized person will be allowed to pick up children from

the center. If an unauthorized person attempts to pick up a child, parents will be notified, and if necessary, 911 will be called.

**7. Incapacitation or Suspected Abuse:** In the event a person who is incapacitated or suspected of abuse attempts to pick up a child, the caregiver is directed to release the child only to those persons who are authorized. If the caregiver suspects an authorized person of being incapacitated or a suspected abuser, the child must still be released. The caregiver is then mandated to report the suspected neglect or abuse to the Northfield Police Department and/or the Rice County Human Services Department.

**8. Abandoned Child:** If a child is still at the center after the regular closing time, the staff person will contact the parents. If the parents cannot be reached, the staff will contact all other people listed on the child's emergency card to pick up the child. The center will remain open until the child is picked up. If a child remains at the center at 6:30 p.m., 911 will be notified.

**9. Source of Emergency Medical Care:** Northfield Hospital

**10. Accident Reports:** A log will be kept of all accidents that occur at the center. The written record must contain the name and age of the person involved; date and place of the accident; injury or incident; type of injury; action taken by staff; and to whom the accident, injury or incident was reported. This log will be reviewed at least semi-annually and steps will be taken to prevent accidents from re-occurring.

Should a serious injury or death occur while a child is in EV's care, EV staff are required to report the incident within 24 hours of being notified of the incident. The report will be submitted electronically to DHS on the Child Care Center Serious Injury and Death Reporting Form.

## **EMERGENCY PREPAREDNESS**

EarlyVentures has a written emergency preparedness plan using the Child Care Emergency Plan form developed by the commissioner. This plan includes: procedures for an evacuation, relocation, shelter-in-place, and lockdown; a designated relocation site and evacuation route; procedures for notifying a child's parent or legal guardian of the evacuation, relocation, shelter-in-place, and lockdown, including procedures for reunification with families; accommodations for a child with a disability or a chronic medical condition; procedures for storing a child's medical necessary medicine that facilitates easy removal during an evacuation or relocation; procedures for continuing operations in the period during and after a crisis; and procedures for communicating with local emergency management officials, law enforcement officials, or other appropriate state or local authorities.

## **PERMISSION SLIPS**

Field trips will be announced in advance and parents will be asked to sign permission slips for any trip taken by the center that would require transportation. Parents will be asked to sign a blanket permission slip for trips that are within walking distance from the center, i.e. parks, library or local businesses. Students training in the fields of childcare and education occasionally visit EarlyVentures for observation, practicum, or student teaching. Parents will be asked to sign permission forms

before their child participates in any formal observation. Parents will also be asked to sign a form before their child's picture is used for publicity.

### **SECONDARY PARKS**

Our secondary parks are Odd Fellows Park, Way Park, and Cherry Park. Parks are within walking distance of Longfellow school.

### **PROGRAM QUALIFICATIONS**

- Children that are four years old and older are expected to be toilet trained and to be able to use a typical toilet independently.
- Children must be able to independently participate in developmentally appropriate group settings with similar age peers.
- Children must be able to independently follow simple directions appropriate to the child's age.
- Children must have the ability to play and work cooperatively with similar age peers without adult facilitation.
- Appropriate to the child's age, children must be able to safely and successfully transition from one activity to another.
- Children must be able to be successful in a group setting that is consistent with the Department of Human Services staff to student ratios for child care.
- Appropriate to the child's age, children must be able to independently participate in the general education curriculum.

### **POLICY ON SERVICES TO CHILDREN WITH SPECIAL NEEDS**

EarlyVentures is not designed to provide long-term 1:1 assistance for children. If a child receives 1:1 student support in the classroom, or has a behavior plan developed, EarlyVentures must have a meeting with the family prior to the start date in order to determine the appropriate level of support needed to help the child be successful. Information regarding a student's needs will not be used to prohibit a child's enrollment in EarlyVentures, unless it is determined they will need significant assistance beyond our program's capabilities.

**Rationale:** As a public institution, Northfield Public School's Community Services Division strives to provide equal access and opportunity for all people. However, since programs offered through Community Services are fee based, our program is equally obligated to provide affordable services for the broadest possible spectrum of the population. Unlimited access for children with special needs would significantly increase costs and could result in the complete elimination of multiple programs. Limiting access to only those children who can be included with no additional support, though, is clearly not in keeping with our mission as a public agency. Accordingly, this policy has been developed after reviewing case law regarding program access of a community service for disabled individuals under the rehabilitation act. The purpose of the policy is to provide maximum access for



children with special needs while preserving the affordable nature of the program for the public at large.

**Pre-enrollment Conference and Release of Information:** Parents of a child with special needs who wish to enroll the child in EarlyVentures are asked to contact the Ventures Coordinator. A pre-enrollment conference will be held to discuss the nature of the special need and the extent of support services which are needed. At this conference, parents will be informed of the Community Services policy of consulting with school staff and examining student files if the child is enrolled in the Northfield Public Schools. If the child is not enrolled in programs provided by the Northfield School District, parents will be asked to sign a release of information for other agencies/schools that are currently providing services for the child. These releases are not mandatory in order for services to be provided, but will result in a more complete individual service plan.

**Provision of Additional Financial Resources:** If it is determined that additional financial resources are necessary in order to make the program accessible and beneficial, the following procedures will be used.

1. Modifications which are necessary to make facilities accessible will be undertaken by the school district if they are economically feasible. These may include but are not limited to bathroom grab bars, wrist operated sinks, etc. If these modifications are not feasible, providing accessibility through use of mobility aides, etc. will be pursued. In these cases, the provisions included in Item 2 will apply.
2. Items which are considered personal support services are the responsibility of the specific program in which that particular child is involved, provided that they do not increase the cost of the service by more than 5%. If the cost does exceed 5%, additional costs will be the responsibility of the parent. Examples of personal support services may include, but are not limited to, transportation, mobility aides, behavior management aides, and/or nursing services for children that are medically fragile or have multiple handicaps.
3. Should it be necessary for parents to seek financial assistance to cover increased costs, EarlyVentures staff will be available to assist them in locating possible sources of help through community agencies and organizations.

**Implementing and Monitoring the Individual Service Plan:** The coordinator of a particular program in which the child is enrolled will be responsible for developing a service plan. This plan must be in place within 1 week of the date on which the child began using the service, and a summary of the plan will be reviewed with the parent and placed in the child's file. Site visits from special education staff or staff of other agencies that provide service to the child will be arranged to obtain input and suggestions. Consultation with classroom teachers will also be scheduled as appropriate. The Ventures Coordinator is responsible for obtaining this information, including it in the child's plan, and making sure that any staff members who work with the child are familiar with the contents of the plan. All individual service plans must be reviewed and approved in writing by the Ventures Coordinator and the parent of the child. Modifications in the service plan will be made as necessary with joint approval of parents and staff. Any changes in the plan will be documented in writing and placed in the child's file. Any information concerning the child that is written in the staff log will be shared with the parents in a timely manner.

**Policy on Behavior Management:** Children who have been specified as special education students or students whose behavior cannot be managed through the application of existing behavior guidance policies that are in place for the various programs, will be considered special needs children for the purpose of this policy. This definition will be applied whether behavior problems result from temporary individual stresses, mental impairment, as a result of neglect or abuse, or as a result of long term emotional and behavioral disorders. In cases when these behaviors are documented prior to the enrollment of the child, the procedures used will be the same as those described previously for serving children with special needs. If the problem surfaces after the child is enrolled, a conference will be scheduled in accordance with existing behavior management policies. The purpose of the conference will be the same as that of the pre-enrollment conference already described. Timelines for the development and implementation of an individual service plan will also be the same as those previously mentioned.

**Termination of Services:** If the staff determines that an individual behavior guidance plan is not effective and no other options are available, it is possible that service will no longer be provided for that child. Termination of services will be considered if the child constitutes a danger to other participants, him/herself, if behavior is so disruptive that it prevents the accomplishment of overall program goals, if the child cannot participate in a group setting with similar age peers, or if the child consistently requires more staff attention than is allotted in licensing ratios. The decision to terminate services will be the responsibility of the Ventures Coordinator.

## **BEHAVIOR GUIDANCE POLICIES**

The center's daily scheduling, curriculum plans, classroom arrangement, and staffing pattern are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships between adults and children. To provide for the safety of all children, as well as the individual development of each child's self-help and self-control skills, staff maintain daily routines and provide appropriate limits for each group. These routines and limits are frequently discussed and defined with the children. Consistency and knowing what to expect throughout the day helps children develop a sense of trust and understanding of their environment and encourages self-control. The goals of child guidance are to help children develop safe and appropriate ways of interacting with others and with the environment and to develop internal self-control. Young children learn by experimenting, testing limits, and experiencing logical consequences of their behavior.

EarlyVentures operates on the premise that young children are never "bad." Many discipline problems arise from too much excitement or over stimulation, rather than direct disobedience. Continual positive reinforcement will be used to encourage acceptable behavior. Staff work towards changing behaviors using positive techniques. These techniques include, but are not limited to the following:

1. Working with the children to develop rules that are stated at the children's developmental level.
2. Clarifying the consequences of not following rules before an incident occurs.
3. Having age-appropriate expectations for children.

4. Allowing children time to practice following new rules and acceptable alternatives to problem behavior in order to reduce conflict.
5. Reinforce desirable behavior by praising or rewarding the child. When the child realizes that attention comes from appropriate behavior, that behavior is more likely to continue.
6. Provide immediate and directly related consequences for a child's unacceptable behavior.
7. Ensure that each child is provided with a positive model of acceptable behavior.
8. Redirect children away from the problem toward a constructive activity in order to reduce conflict.
9. Teaching children how to use acceptable alternatives to problem behavior in order to reduce conflict.
10. Short breaks, which are noted and logged.
11. Protect the safety of children and staff persons.

**Biting:** Unfortunately, biting is a natural development stage that many children go through and it is one of the most common and difficult behaviors in a child care setting. Biting can occur without warning and it provokes a strong emotional response from all involved parties. Biting typically tends to be a temporary stage, most common in children ages 13-24 months. Toddlers may bite for a number of reasons as they are in the process of learning socially acceptable responses to their environment and given situations. Toddlers often bite as a result of teething, frustration, over-stimulation, impulsiveness, excitement, lack of self-control, attempting to get attention, lack of verbal skills, or even hunger.

EarlyVentures staff work with all children to promote socially acceptable responses and behaviors. Biting is addressed in all classrooms, but a consistent curriculum is used more specifically in the toddler room. The curriculum includes a variety of age-appropriate books about biting and an assortment of games that help children learn what teeth are used for and when teeth should not be used. Group time often includes questions such as, "What do we put in our mouth?", "What are our teeth for?", and "What can we eat?" as well as having children practice "using their words." "No Biting" pictures are also posted in the room.

EarlyVentures staff also complete an annual training called "When Biting Happens" to review helpful tips on biting prevention as well as circumstances or situations that often provoke biting.

Should a biting incident occur at EarlyVentures, staff address the biter in a firm, matter-of-fact voice (not angry or yelling) saying, "No biting. Biting Hurts! Teeth are for eating food." Staff comment on how the other child is feeling. "Look, \_\_\_\_\_ is crying. S/He is crying because you bit him/her. Biting hurts." Staff may also have the biter comfort the other child by bringing them an ice pack. The biter is redirected to another activity or separated from the group and placed on a break. The child that has been bitten is comforted and the bitten area is washed with warm water and soap. An ice pack is applied. The biter sees the sympathy and comfort towards the bitten child. An incident report

is filled out by staff and logged in the incident binder. Families of both the biter and the bitten are notified.

Should a child bite repetitively, staff will meet with the biter's parents to create a biting plan of action. Every biting occurrence, including attempted bites, will be charted and location, time, participants, behaviors, staff present, and circumstances will be indicated. Staff and parents will look for any patterns in the biting and both will consistently encourage the use of words to express feelings and emotions. Biting plans will be tailored to the individual child and appropriate steps will be implemented.

## **BEHAVIOR POLICIES**

If staff's attempts at discipline do not work and a child continues to exhibit persistent unacceptable behavior, the following will occur in the EarlyVentures preschool classrooms:

1. Parents will be notified, informing them of the reason for referral, previous action by staff, and the actions taken by the disciplinary personnel. Staff will continue to observe the child's unacceptable behavior and record incidents and staff responses.
2. When a child's behavior is continually upsetting or dangerous to others or the staff, a conference will be called with the parents. A behavior plan will be developed. The plan will include specific details working towards eliminating the behavior problems. Suggestions may include, but are not limited to, environmental changes, incentive programs, more direct services and/or professional services, and referrals for behavior assessments.
3. If the problem is still not resolved, the following actions will occur:

**Behavior Incident Reports:** A Behavior Incident Report is completed when a serious disciplinary action occurs. Behavior such as violent outbursts, willfully hurting other children, throwing objects, inappropriate language, leaving the room/building/group, verbal or physical abuse of the staff, not listening to staff or following directions, creating an unsafe environment, or the inability to adjust to the program guidelines will be considered serious disciplinary concerns. Charges will be assessed for behavior leaves resulting in 1, 3, and 5 days off. Should a child receive a sixth Behavior Incident Report, charges will end with the last date of service, and alternate care must be found immediately as the child will not be allowed to return to the program.

*1st Behavior Incident Report:* Parents/guardians, site staff, and child will discuss the behavior to resolve the situation. Parents/guardians will be informed that "should a second Behavior Incident Report occur, a meeting will be scheduled to include the parent/guardian, child, site staff, and Site Leader."

*2nd Behavior Incident Report:* Parents/guardians will be contacted for a meeting to include the parent/guardian, child, site staff, and Site Leader. The process continues should a parent/guardian refuse to attend a meeting. Parents/guardians will receive a written warning that "should a third Behavior Incident Report occur, the child will need to take a one day leave of absence from the program."

*3rd Behavior Incident Report:* Parents/guardians will be notified by telephone or in person that the child will need to take a one-day leave of absence from the program on the next scheduled day. (Fees will be charged during this absence.)

Parents/guardians will receive a written warning that "should a fourth Behavior Incident Report occur, the child will need to take a three-day leave of absence from the program."

*4th Behavior Incident Report:* Parents/guardians will be notified by telephone or in person that the child will need to take a three-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.)

Parents/guardians will receive a written warning that "should a fifth Behavior Incident Report occur, the child will need to take a five-day leave of absence from the program."

*5th Behavior Incident Report:* Parents/guardians will be notified by telephone or in person that the child will need to take a five-day leave of absence from the program beginning with the next scheduled day. (Fees will be charged during this absence.)

Parents/guardians will receive a written warning that "should a sixth Behavior Incident Report occur, the parent/guardian will be required to find alternate child care immediately. The child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report.

*6th Behavior Incident Report:* Parents/guardians will be notified by telephone or in person that alternate care will be needed immediately, as the child will not be able to return to the program. Charges will end with the date of the sixth Behavior Incident Report.

**EarlyVentures Prohibits the Subjection of a Child to Corporal Punishment:** This includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, or spanking.

**EarlyVentures Prohibits the Subjection of a Child to Emotional Stress:** This includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about a child or the child's family, and using language that threatens, humiliates, or frightens the child.

**EarlyVentures also prohibits:**

1. Punishment for lapses in toileting
2. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior
3. The use of physical restraint other than to physically hold a child where containment is necessary to protect a child or others from harm
4. The use of mechanical restraints, such as tying
5. No child may be separated from the group unless the following has occurred:
  - A. Less intrusive methods of guiding the child's behavior have been tried and were ineffective
  - B. The child's behavior threatens the well-being of the child or other children in the program

A child who requires separation from the group must:

- A. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person
- B. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation.
- C. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

Children between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

All separations from the group must be noted on a daily log that must include: the child's name, the staff person's name, time, date, information indicating that less intrusive methods were used to guide the child's behavior, and how the child's behavior continued to threaten the well-being of the child or other children in care.

If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log. If a child is separated five or more times in one week, eight times or more in two weeks, the procedures for Persistent Unacceptable Behavior must be followed.

A copy of the center's behavior guidance policy as defined by the State of Minnesota - Department of Human Service, Division of Licensing, is on display at the center. A copy is also available from the program coordinator at any time. The policy defines the general requirements of behavior guidance, procedures for persistent unacceptable behavior and actions that are prohibited by either staff or children.

## **PETS**

EarlyVentures will inform parents and obtain signed permission before any pets are housed at the center or any pets visit the center.

## **PARENT VISITS**

Parents are welcome to visit the center at any time during the normal hours of operation. We encourage family volunteers in our classrooms. Please speak with the site leader for further information.

## **TELEPHONE NUMBER FOR DIVISION OF LICENSING**

If you have questions, concerns, or complaints about your child's care, the telephone number of the Department of Human Services - Division of Licensing is 651-431-2000.

## **TOYS**

EarlyVentures asks that all children leave their toys at home. Small, soft toys such as stuffed animals are allowed during rest time for children in the toddler and preschool rooms or infants that are over a year and sleeping on a cot. Musical or noise-making toys will not be allowed as they may disturb others that are napping. Children may also bring a toy from home when there is a scheduled "show and share" day. All other toys should be left at home or will be placed in the child's cubby to be taken home at the end of the day. Toy weapons or toys that contain any weapons are not welcome at any time. Our center is fully equipped with an adequate supply of age-appropriate toys for the children and toys brought from home often create problems. EarlyVentures cannot be held responsible for lost, broken, or missing items.

## **MANDATED REPORTING/MALTREATMENT OF MINORS (SEE ATTACHED DHS DOCUMENTS)**

Children need a safe, nurturing environment that allows them to grow, learn, and feel loved by their caretakers. In order to grow and learn, children's minimum needs for good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate discipline, love, a feeling of importance, and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn as easily. If you are temporarily or permanently unable or unwilling to meet your child's minimal needs as just described, EarlyVentures staff is mandated by Minnesota State Law to file a report with a county child protection agency. It then becomes the role of Child Protection to work with your family to ensure that your child's needs are being met. Should you have difficulty in providing for your child's emotional or physical needs, or safety, you are encouraged to ask for help. Our staff will help you find a community resource that can offer assistance. Some 24-hour community resources which can help you when you find that you are experiencing more stress than you can handle, include:

Parents Anonymous 1-800-225-4073  
Rice County Crisis Hotline 1-800-607-2330  
Rice County Child Protection 1-507-332-6214  
Rice County Crisis Nursery 1-507-332-6255  
Department of Human Services, Division of Licensing Maltreatment Intake Line 651-431-6600  
Department of Human Services, Division of Licensing 651-431-6500

EarlyVentures expresses a commitment to provide an environment that encourages every child's safe growth and learning. If you feel that our staff is not meeting your child's needs, we encourage you to talk with the site leader. Should you feel your child's needs are consistently not being met, our staff will work with you to identify your child's needs and assist you in meeting them. As mandated reporters, EarlyVentures staff are required to make a report if there is reason to believe that a child is currently being neglected, abused, subjected to witnessing domestic abuse, or has been within the past three years.

## **INTERNAL REVIEW**

When an internal or external report of alleged or suspected maltreatment has been made, EarlyVentures will complete an internal review within 30 calendar days and will take corrective

action, if necessary, to protect the health and safety of children in care. The internal review will include an evaluation of whether:

1. Related policies and procedures were followed;
2. The policies and procedures were adequate;
3. There is a need for additional staff training;
4. The reported event is similar to past events with the children or the services involved; and
5. There is a need for corrective action by the license holder to protect the health and safety of the children in care.

The internal review will be conducted by the Ventures Coordinator. If the Ventures Coordinator is involved in the alleged or suspected maltreatment, the Director of Community Services will be responsible for completing the internal review.

Based on the results of the internal review, EarlyVentures will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or EarlyVentures, if any.

## **NORTHFIELD SCHOOL BOARD POLICY REGARDING SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

- I. GENERAL STATEMENT OF POLICY** Sexual harassment is a form of sex discrimination, which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01-14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or has a sexual purpose.

It is the policy of Independent School District N. 659 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of religious, racial, or sexual harassment and violence. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel. The School District will act to investigate all complaints, either formally or informally, verbally or written, of religious, racial, or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

- II. SEXUAL HARASSMENT/SEXUAL VIOLENCE DEFINED** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education



2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education
3. That conduct or communication purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

A. Sexual harassment/violence may include but is not limited to:

1. Unwelcome verbal harassment or abuse
2. Unwelcome pressure for sexual activity
3. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil (s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
6. Unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment-Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
3. Otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment-Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
3. Otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence- Definition: Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, including the primary genital area, groin, inner thigh, buttocks or breast, as well as clothing covering these areas.

E. Racial Violence- Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence- Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

G. Assault- Definition: Assault is:

1. An act done with intent to cause fear in another of immediate bodily harm or death
2. The intentional infliction of or attempt to inflict bodily harm upon another
3. The threat to do bodily harm to another with present ability to carry out the threat.

**III. REPORTING PROCEDURES** Any person who believes he or she has been the victim of religious, racial, sexual harassment, or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial, or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In Each Building: The building principal is the person responsible for receiving oral or written reports of religious, racial, or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment, or violence shall inform the building principal immediately. Upon receipt of a report, the principal must notify the School District Human Rights Office immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District: The School Board hereby designates Denise Griffith as the School Districts Human Rights Officer to receive reports or complaints of religious, racial, or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The School District shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.

C. Submission of a Good Faith Complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

- IV. INVESTIGATION** By authority of the School District, the District Human Rights Officer(s), upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence shall immediately undertake or authorize an investigation. This investigation may be conducted by School District officials or by a third party designated by the School District. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence. The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

**V. SCHOOL DISTRICT ACTION**

A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

- VI. REPRISAL** The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**VII. HARASSMENT OR VIOLENCE AS ABUSE** Under certain circumstance, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. §626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

**VIII. DISSEMINATION OF POLICY AND TRAINING**

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

B. The School District will develop a method of discussing this policy with students and employees.

C. This policy shall be reviewed at least annually for compliance with state and federal law.

**GRIEVANCE PROCEDURE**

**Reporting Form:** All program participants and parents are encouraged and shall be given opportunities for observation, input, suggestions, and involvement in the program. However, all complaints and special requests shall be made through appropriate channels. Any participant who believes they have a grievance with the program may fill out the form below. Use of the form is not mandatory. If needed, please follow steps of action and report to:

1. Site Leader
2. Ventures Coordinator
3. Community Services Director
4. Superintendent of Schools
5. School Board

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**Name:**

**Program:**

**Date:**

**Brief description** of what has taken place: (who, what, where, when)

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

A written reply will be given to any written grievance within 10 days.

**STAFF POLICIES**

1. Children are to be supervised at all time. Children are not to be left in a room or on the playground alone, even for a few minutes. All ratios will always be met.

2. Staff members are to engage and interact with children, not isolate themselves or converse at length with other staff members.
3. Discipline is to be dealt with in a positive manner. Talk to the child without raising your tone of voice. Try to determine the child's reason for the misbehavior. Consult the center's discipline policy for further details and follow accordingly. If separation from the group is necessary, a written report must be filed.
4. Children are expected to treat others with respect. They learn by example and their role model is you.
5. The staff is expected to sit with the children during snack and meal times.
6. All employees will be hired for a six month probation period. Employees will be evaluated following Northfield Public School's evaluation process.
7. EarlyVentures childcare center does not discriminate in its hiring practices. E.O.E.
8. Teachers and Assistant Teachers are required to have standard first aid and CPR training within 90 days of the start of work.
9. In-service training equal to 2% of the total hours worked is required by the State of Minnesota in order for a staff member to remain working.
10. ISD #659 is a smoke free district. Smoking is not allowed in any district building or on its grounds.
11. All records at the childcare center are to be kept confidential. This includes, but is not limited to: children's records, personnel records, accident, and discipline reports. Staff will release records only to those people who have access as required by law.
12. As per DHS rule 17 Part 9543.1020, subpart 14, drug and alcohol use is prohibited. Individuals, subcontractors, and volunteers when directly responsible for children served by the program are prohibited from abusing prescription medication or being under the influence of a controlled substance or alcohol. This includes any level of use that impairs or could impair the person's ability to provide care or services.

### **RISK REDUCTION PLAN**

EarlyVentures has developed a Risk Reduction plan in order to comply with Minnesota Statutes, section 245.66 subdivisions 2 and 3. Risk Reduction Plans are in place to assess risks among children in our environment and ensure there are procedures, policies, and staff trainings in place for all risks determined. The Risk Reduction Plans is available on site at EarlyVentures and will be reviewed annually. All EarlyVentures staff will receive an orientation to the Risk Reduction plan prior to first providing unsupervised direct contact services and will review it annually thereafter.

## **Appendix A: Procedures for ALC Student's Child(ren) Accessing EarlyVentures.**

1. The ALC student's child must be eligible for county support (Child Care Assistance Program (CCAP)) to pay for the cost of Early Ventures. CCAP does not cover Early Ventures full daily rate, thus the ALC will be responsible for covering all charges the county does not cover.
2. The ALC student has to be enrolled in, or have successfully completed, the parenting class offered through the ALC. The class will be taught by a Community Services Parent Educator.
3. The ALC needs to notify Early Ventures no later than February 1st of how many summer and school year INFANT slots the ALC would like to hold and pay for. A child can be considered an infant and be enrolled in the infant room until they turn 19 months. Due to current families, Early Ventures will not hold TODDLER slots.
4. If a new toddler or preschool spot is needed for the ALC, Early Ventures will determine if space is available after Early Ventures' current family registration (typically held in early-mid February). If space is available for a new toddler or preschooler, the ALC will need to determine if they want to commit and pay for the slot prior to Early Ventures' new family registration (1st week of March). The ALC will be responsible for paying for this slot for the duration of the school year or until EarlyVentures can fill the slot with a community member.
5. If a current ALC student that has a child enrolled in Early Ventures is not graduating at the end of the school year and will need an Early Ventures slot (in any room) the following year, the ALC student will be treated as a current family and will need to follow all current family registration guidelines.
6. If an ALC student is enrolled in Early Ventures' summer program, the ALC will be charged for the entire summer, not just days the ALC is in session. This will also allow the ALC student to access childcare in August or days the ALC is not in session.
7. The ALC will be charged all registration and snack fees for each ALC student's child in Early Ventures. Child Care Assistance typically does not cover these fees.

Updated: April 23, 2019

## Appendix B: EarlyVentures Emergency Preparedness Plan

[Clear Form](#)



# Child Care Emergency Plan

Before completing this set of forms, please read the [Keeping Kids Safe planning guide](#) that includes instructions on how to complete these forms.

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

[Print Blank Form](#)

### Provider Information

DATE 7/22/2017		<b>Provider Information</b>	
PROVIDER NAME Early Ventures at Longfellow School			
ADDRESS 201 Orchard Street	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-645-1248	EMERGENCY PHONE 507-645-1216		

### Shelter-in-Place/Lockdown Procedures

If we need to stay in the building due to an emergency, the following procedures will be followed

LOCATION 1 IN BUILDING Within each classroom. Close/lock classroom door, pull shades, quietly sit kids away from windows or doors.	LOCATION 2 IN BUILDING Infant/Toddler Room; Close/lock classroom door, cover door windows, quietly sit kids away from the door.
---	--

#### PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN

*Describe your procedures (who, what, where, when).*

##### 1. Stay Put Lockdown (threat is OUTSIDE of the building)

- Building administrator will order and announce "this is a stay put lockdown"
  - Bring people inside (if outside of the building)
  - If applicable, available staff (typically the building administrator) presses the lockdown button in the main office. This will call 911 immediately, locks all outside doors, disables card readers for non admin staff, and closes fire doors in the hallway. A blue strobe light will turn on outside of the main entrance and a horn will sound to notify visitors of a lockdown.
  - Staff move all students in to classrooms and closes the door. Clear hallways, restrooms, and other rooms that cannot be secured.
  - Pull shades and keep students away from windows.
  - Report all missing students to building administrator
  - Control all movements, but continue daily operation
  - Do not allow students out of the classroom until the building administrator or designee announces the "all clear" (Since EV's daily operation includes children moving from one location to another, staff should still allow, but use extra precaution. As always, staff should be with a child/children moving from one location to another.)
- \*\*\* If a stay put lockdown happens during after school/office hours, use best judgment about parents picking up. If the threat is not immediately outside of the building, EV staff can monitor the door and let parents/designated pick ups in to pick up their child. Staff should also monitor children in the hallways, always making sure that children are within site and sound when moving from one location to another.

##### 2. Duck and Cover Lockdown (threat is INSIDE of the building)

- Building administrator or designee announces "this is a duck and cover lockdown"
  - Immediately direct all students, staff, and visitors into the nearest classroom or secured space. Classes that are outside of the building should NOT enter the building. Move all classes that are outside to the primary evacuation location (St. John's Lutheran Church)
  - If applicable, available staff presses the lockdown button in the main office. This will call 911, immediately locks all outside doors, disables card readers for non admin staff, and closes fire doors in the hallways. A blue strobe light will turn on outside the main entrance and a horn will sound to notify visitors of a lockdown.
  - Lock all classroom doors to prevent entry from the outside.
  - Move people away from windows and doors. Turn off lights.
  - Instruct kids to remain as silent and still as possible
  - Keep out of site
  - Continue the duck and cover until a building administrator or designee announces the "all clear". (This may be a police officer).
  - IGNORE all fire alarms, sprinkler system activation, class bells, etc.
  - Do NOT respond to anyone at the door until the "all clear" has been given
  - Building administrator or designee will announce the "all clear" and give directions on how to proceed.
- \*\*\* It is important to remember that if a duck and cover lockdown happens during the beginning or ends of the day, it is a time when families are picking up/dropping off. During a duck and cover, nobody should be allowed in/out of the building or in/out of a classroom. Even if you know the parent outside of the door, do not let them in.

#### Shelter-In-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:

*Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.*

Accommodations will be put in place should children need specialized procedures for shelter-in-place/lockdown. All EV medications will be kept in the classroom's emergency backpack that can be accessed during lockdown and is the first item grabbed during an evacuation.

#### Notification

##### EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN

Emergency responders will be notified when the lockdown button is pressed or when the threat reaches levels 2-4. (Level 1 and 2 may just involve the school resource office)



**PARENTS/GUARDIANS WILL BE NOTIFIED WHEN**

Families will be notified when the threat reaches levels 2-4 or when there is an incident that significantly alters the daily schedule or daily operation of the program.

**Emergency Kit**

*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

The primary Early Ventures emergency kit will be kept in the Butterfly Room. At the time of the incident, the EV Site Leader will be responsible for it. If the the Site Leader is not available, any Ventures staff can be responsible for it.

The emergency kit will contain the following:

1. First Aid Kit
  - Sterile bandages and band aids
  - Sterile compresses
  - Scissors
  - Disposable Ice Pack
  - Thermometer
  - Adhesive Tape
  - Current first aid manual
2. Flashlight with spare batteries
3. Emergency plan flip chart
4. Current class roster, attendance, and/or sign in/out
5. Disposable gloves
6. Notepad and pencils

**Evacuation and Relocation Procedures**

If we need to evacuate our site and relocate to another site, the following procedures will be followed

**EVACUATION ROUTES/EXITS**

*Show how you and the children will leave from any room in the building.*

Please see the maps following this document

**EVACUATING INFANTS/TODDLERS**

*Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.*

Infants and toddlers may be placed in strollers, wagons, cribs, and/or carriers for a quicker and easier evacuation.

**Evacuating Children with Disabilities or Chronic Medical Conditions**

*Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine.*

Accommodations will be put in place should children need specialized procedures for evacuation. All EV medications will be kept in the classroom's emergency backpack that can be accessed during lockdown and is the first item grabbed during an evacuation.

**Notification****EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**

The school resource officer will generally be notified if the threat is Level 1. At Level 2, the school resource office may request assistance from the police department. Level 3 requires a moderate response from the police department and Level 4 dictates an intense response by local law enforcement.

**PARENTS/GUARDIANS WILL BE NOTIFIED WHEN**

Families will be notified when the threat reaches levels 2-4 or when there is an incident that significantly alters the daily schedule or daily operation of the program.

**Emergency Kit**

Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.

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  - Sterile compresses
  - Scissors
  - Disposable Ice Pack
  - Thermometer
  - Adhesive Tape
  - Current first aid manual
2. Flashlight with spare batteries
3. Emergency plan flip chart
4. Current class roster, attendance, and/or sign in/out
5. Disposable gloves
6. Notepad and pencils

#### Relocation - Location 1

BUILDING NAME St. John's Lutheran Church		REASON(S) TO EVACUATE TO LOCATION 1 Threat is INSIDE LF and evacuation has been called	
ADDRESS 500 3rd St. W.	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-645-4429	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 1 Walking feet			
OTHER DETAILS St. John's is located across the playground/field from LF.			

#### Relocation - Location 2

BUILDING NAME Northfield Middle School		REASON(S) TO EVACUATE TO LOCATION 2 Primary location is not available	
ADDRESS 2200 Division St. S.	CITY Northfield	STATE MN	ZIP CODE 55057
PHONE NUMBER 507-663-0650	EMERGENCY PHONE		
TRANSPORTATION TO LOCATION 2 Benjamin Bus			
OTHER DETAILS If the primary and secondary locations are unavailable, the building administrator and/or law enforcement will communicate next steps.			

#### Relocation - Location 3

BUILDING NAME St. Olaf College, Buntrock Commons		REASON(S) TO EVACUATE TO LOCATION 3 Primary and secondary locations are unavailable	
ADDRESS 1500 St. Olaf Ave	CITY Northfield	STATE MN	ZIP CODE 55057

PHONE NUMBER 507-786-2222	EMERGENCY PHONE
TRANSPORTATION TO LOCATION 2 Benjamin Bus	
OTHER DETAILS If the threat is community wide (ex. tornado has destroyed the entire town), all three relocation sites may be unavailable. Staff should wait for instructions from a building administrator before evacuating. If the entire town has been devastated, administrators will work on finding a secure relocation site in a safe area, perhaps in a neighboring town.	

## Parent/Guardian and Child Reunification Procedures

If we need to evacuate, shelter-in-place, or when parents/guardians/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

### Notification

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN Families will be notified when the threat reaches levels 2-4 or when there is an incident/threat that significantly alters the daily schedule or daily operation of the program. Any time children need to be relocated, families will obviously be notified.
PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION Emergency information for each student will be kept in the emergency kit. Information can also be found through the online registration system (site leaders have access).

### Release

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*

OTHER DETAILS ABOUT REUNIFICATION Children will be kept in a safe, secure space away from the threat and away from the location's entry. Children will not be released until a staff person has properly ID'd the parent/guardian picking up.
--

## Continuing Operations Procedures

In the period during and after a crisis, the following procedures will be followed regarding continuing operations.

### Notification and Decision Making

The following people will need to be notified and be a part of the decision-making process regarding continued operations DURING a crisis Breezy Barrett, Ventures Coordinator, 507-645-1245 or 507-664-3750 Erin Baily, Community Services Director, 507-664-3652 Mary Grace Hanson, Longfellow Building Administrator, 507-645-3436 Matt Hillman, Superintendent, 507-663-0629
The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis Breezy Barrett, Ventures Coordinator, 507-645-1245 or 507-664-3750 Erin Baily, Community Services Director, 507-664-3652 Mary Grace Hanson, Longfellow Building Administrator, 507-645-3436 Matt Hillman, Superintendent, 507-663-0629
Any additional considerations for operations Follow plans to the best of your ability but also use common sense!

# Provider Emergency Contact Information

PROVIDER NAME EarlyVentures Learning Center		PROVIDER PHONE NUMBER 507-645-1216	
PROVIDER ADDRESS 201 Orchard Street	CITY Northfield	STATE MN	ZIP CODE 55057

For Emergencies - Dial 911

## Public Safety Agencies

CITY (If applicable)		CONTACT NAME	
Northfield		Northfield Police Department	
NON-EMERGENCY NUMBER		24-HOUR EMERGENCY NUMBER	
507-645-4475			
COUNTY		CONTACT NAME	
Rice		Monte Nelson, Chief of Police. monte.nelson@ci.northfield.mn.us	
NON-EMERGENCY NUMBER		24-HOUR EMERGENCY NUMBER	
507-663-9301			

## Utility Emergency Phone Numbers

ELECTRIC	COMPANY Excel Energy		
CONTACT PERSON Any Staff			24-HOUR EMERGENCY NUMBER 800-895-1999
GAS	COMPANY Excel Energy		
CONTACT PERSON Any Staff			24-HOUR EMERGENCY NUMBER 800-895-2999
WATER	COMPANY City of Northfield		
CONTACT PERSON Justin Wagner			24-HOUR EMERGENCY NUMBER 607-645-3083

## General Emergency Resource Numbers

POISON CONTROL	PHONE NUMBER
	800-222-1222
CRIME VICTIM SERVICES	PHONE NUMBER
	507-645-4475
POST-CRISIS MENTAL HEALTH HOTLINE	PHONE NUMBER
	320-253-5555
FIRE DEPARTMENT	PHONE NUMBER
Northfield Fire Department; admin@nafrs.org	507-366-8124
OTHER	PHONE NUMBER
NAME OF INSURANCE AGENCY	
Northfield Insurance Agency	
INSURANCE CONTACT PERSON	PHONE NUMBER
Kevin Rogers	507-645-8861

## Licensing Information (If applicable)

LICENSE/CERTIFICATION NUMBER	
1042526	
Licensed by: <input type="checkbox"/> STATE <input checked="" type="checkbox"/> COUNTY	
LICENSOR NAME	LICENSOR PHONE
Kimberly Sommers; kimberly.d.sommers@state.mn.us	651-431-6258

## Child Care Assistance Program (CCAP) Information (If applicable)

CCAP PROVIDER ID	
9711	
CCAP AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)
Rice County	507-645-9576

# Child Emergency Contact Information

This form is a resource for your emergency preparedness. You should collect each child's emergency contact information and be prepared to take the contact information with you in instances of evacuation and/or relocation. This is information that a parent or guardian can provide you.

CHILD'S NAME Please see attached emergency information for each child in the program	DATE OF BIRTH
---	---------------

## Parent/Guardian Contact Information

PARENT/GUARDIAN 1			
NAME		RELATIONSHIP TO CHILD	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		
EMAIL	WORK EMAIL	WORK PHONE NUMBER	
PARENT/GUARDIAN 2			
NAME		RELATIONSHIP TO CHILD	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		
EMAIL	WORK EMAIL	WORK PHONE NUMBER	

## Emergency Contact Information (not a parent/guardian)

EMERGENCY CONTACT 1 (NOT A PARENT/GUARDIAN)			
NAME		RELATIONSHIP TO CHILD	
ADDRESS	CITY	STATE	ZIP CODE
PHONE NUMBER	ALTERNATE PHONE NUMBER		
EMERGENCY CONTACT 2 (NOT A PARENT/GUARDIAN)			
NAME		RELATIONSHIP TO CHILD	
ADDRESS	CITY	STATE	ZIP CODE

PHONE NUMBER	ALTERNATE PHONE NUMBER

## Non-Parent/Guardians Authorized to Pick up Child (with verification of identification)

### Authorized Person 1

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

### Authorized Person 2

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

### Authorized Person 3

NAME	
PHONE NUMBER	RELATIONSHIP TO CHILD

## Child's Medical Provider Information

NAME			CLINIC	
ADDRESS	CITY	STATE	ZIP CODE	
PHONE NUMBER		ALTERNATE PHONE NUMBER		

## Child's Dental Provider Information

NAME			CLINIC	
ADDRESS	CITY	STATE	ZIP CODE	
PHONE NUMBER		ALTERNATE PHONE NUMBER		

# Identification of Hazards

This form is provided as a resource for your emergency preparedness. It allows you to identify the risk of certain hazards occurring, the impact that a hazard could have if it did occur, and how you would continue operating during and after the emergency.

Hazard	Risk of harm, potential impact at your site, and plan for continuing operations during and after the emergency
Fire	<p>Ventures practices at least 5 fire drills during the school year and 3 during the summer. While threat of a fire is minimal, there is always the possibility. Damage would most likely be minimal due to sprinkler systems and advanced technology in our schools.</p> <p>In the event of a fire, notify the building administrator/office or pull the fire alarm. Evacuate students and staff to designated areas. (*Designated areas are at least 100 feet from the building). Be aware of emergency responders. Keep students and staff a safe distance from emergency responders and equipment. Follow the primary fire drill route whenever possible. Follow the secondary route if the first is blocked or dangerous. Staff need to take their emergency kit with an accurate attendance/sign out. If necessary, building administrators may move staff and students to the secondary evacuation site. Staff and students may not enter the building until fire and/or law enforcement deems that it is safe.</p> <p>If fire destroys EarlyVentures classrooms or the school as a whole, EarlyVentures would not be able to continue to operate unless an alternate space was provided. The district would do its best to find alternate space and rebuild a suitable replacement.</p>
Flood	<p>EarlyVentures is not in a flood prone zone. Thus, the potential of a flood is extremely minimal.</p> <p>Should the building flood due to a water main break, staff and students would evacuate the building and go to the primary evacuation site. Should the neighborhood become flooded, students and staff would evacuate to the second or third evacuation site, depending on which one was not flooded. The third option, Buntrock Commons, sits on top of a large hill. The possibility of this being flooded is next to impossible.</p> <p>Should the school continue to be inoperable due to flooding, the district would determine the best alternative of where to hold school. Wherever classes were moved to, Ventures would follow suit and would need space to operate. If damage to the school was minimal, school and Ventures just may need to be closed until the building can be properly cleaned.</p>
Gas/Chemical Leaks	<p>The risk of a gas or chemical leak is minimal, especially since Longfellow does not house any science lab areas.</p> <p>Should there be a gas/chemical leak inside the school, students and staff will evacuate the building. Building administrators and/or fire officials will determine if students and staff need to be relocated to the primary evacuation site or secondary site. District custodians will shut off heating, cooling, and ventilation systems in contaminated areas to reduce the spread of contamination.</p> <p>If the leak is outside of the building in the neighborhood, fire officials or the building administrator will determine if students need to evacuate and to which location they need to evacuate. District custodians will consider closing outside air intake.</p> <p>Students and staff will wait until the "all clear" is given to re-enter the building. Should there be damage to the building, the district will assess the needs of Ventures and determine if other space options need to be investigated. Ventures would close if the school was closed.</p>
Hazardous Materials	<p>The risk of a hazardous material leak is minimal, especially since Longfellow does not house any science lab areas.</p>



	<p>Should there be a hazardous leak inside the school, students and staff will evacuate the building. Building administrators and/or fire officials will determine if students and staff need to be relocated to the primary evacuation site or secondary site. District custodians will shut off heating, cooling, and ventilation systems in contaminated areas to reduce the spread of contamination. District custodians will also seal off the area of the spill/leak and close doors.</p> <p>If the leak is outside the building in the neighborhood, fire officials or the building administrator will determine if students need to evacuate and which location to which they need to evacuate. District custodians will consider closing outside air intake.</p> <p>Students and staff will wait until the "all clear" is given to re-enter the building. Should there be damage to the building, the district will assess the needs to Ventures. If school is closed, Ventures will be closed. Ventures will do its best to operate wherever classes are moved to.</p>
High or Low Temperatures	<p>Living in MN, the probability of high and low temperatures is guaranteed. EarlyVentures follows the district's policy on closing due to extreme weather. If school is closed for the day, EarlyVentures is also closed for the day. If school has delayed start, EarlyVentures will also open two hours late at 8:30 am. If school dismisses early, EarlyVentures will remain open until 2:30 pm. EarlyVentures staff will always remain on site until the last child has been picked up.</p> <p>EarlyVentures generally does not have outdoor recess if the air temperature or wind chill is below zero OR if the heat index exceeds one hundred degrees. EarlyVentures staff will use common sense and base the amount of outside time on weather.</p> <p>EarlyVentures would not remain closed for an extended period due to extreme temperatures.</p>
Infectious Diseases	<p>In working with children, there is always the potential for a pandemic health crisis.</p> <p>When absences for a particular illness are twice the typical absence rate of the student population within a building (ex. 4-5%), the building nurse will file the required MN School-based Illness Report with the Commissioner of Health. Students exhibiting flu-type symptoms will be kept in a separate location from other health room users and parents/ guardians will be contacted immediately and asked to pick-up. These students will be required to wear surgical masks while on school property. The area/cot that the student occupied will be cleaned using a disinfectant after each use.</p> <p>The Director of Buildings and Grounds will meet with the District School Nurse and Public Health Nurse to determine if buildings should be cleaned differently and/or more often.</p> <p>Upon notification by the MN Division of Homeland Security and Emergency Management Department of Education or Public Health officials; or upon consultation with the school board regarding a significant risk of spreading the illness and/or lack of staffing to continue the safe operation of the schools; the Superintendent, or Acting Superintendent, shall order the schools closed during the duration of the outbreak. All non-essential staff will be sent home for the duration of the school closure. District custodians will thoroughly clean all buildings.</p> <p>Upon notification by the Department of Education, Public Health or other governmental agency that the pandemic crisis is under control, the Superintendent or Acting Superintendent, shall order the schools reopened.</p> <p>Ventures staff and building nurses will remain on heightened alert, watching for signs of sickness.</p>

Nuclear Power	There is not a nuclear power plant located within the county. A nuclear threat is very minimal.
Severe Winter Weather	<p>In MN, severe winter weather happens annually. Ventures follows the district policy on school closings due to severe winter weather. If the district is closed for the day, Early Ventures will also be closed. If school has a delayed start, Early Ventures will also have a two hour delay and open at 8:30 am. If the district closes early, Early Ventures will close at 2:30 pm.</p> <p>Ventures staff will remain on site until all children are picked up by a parent, guardian, or emergency pickup. Ventures may remain closed until the dangerous weather has dissipated and parking lots, sidewalks, etc. are safe for staff and families to use.</p>
Thunderstorm	Thunderstorms happen on a regular basis through the months of about March/April-October/November. Ventures staff will consistently monitor the weather and will not bring children outside if there is lightening or thunder. If it is only a thunderstorm, staff will continue with regular indoor activities. If the thunderstorm turns severe or in to a tornado warning, staff will follow the district's severe weather/tornado policy. The only time that a thunderstorm would greatly impact Ventures' ability to operate is if the storm caused major damage to the building (struck by lightning, trees through the windows, etc.)
Tornado	<p>During the months of March-October, there is the potential of tornadoes in MN. If the potential for severe weather is forecasted, staff will continuously monitor the weather via a weather radio, online news, radar, etc.</p> <p>Should there be a severe weather warning, staff will bring all children inside of the building, close all windows, and review tornado drill procedures.</p> <p>Once a tornado warning is issued, a severe storm or tornado has been spotted in the area. Staff will move all kids to the designated shelter (interior room, hallway without windows, etc). Staff will take accurate attendance/sign in, ensuring that they know how many and which kids there have in their care. Staff will ensure that students are in "tuck" positions. Everyone remains in the shelter area until the warning expires or emergency personnel have issued an all-clear signal.</p> <p>Should Ventures rooms or the building as a whole be destroyed or be inoperable, students and staff will evacuate to the primary location. If the primary location is destroyed, staff will wait to hear from rescue workers to determine the location to where they should evacuate.</p> <p>If the school is destroyed, Ventures will need to remain closed until the district can investigate different space options for school and the program. Available space will obviously depend on how much of the town has been destroyed.</p>
Violent Incidents	<p>The likelihood of a violent incident in an early childhood setting is much less likely than a high school or middle school. Should there be any sort of incident, staff's priority is ensuring the safety of all students. This may mean going into a Duck and Cover lockdown. All staff should work as a team. Deal with the incident following district protocol as well as common sense.</p> <p>Families should be notified, following district policy, if the incident is severe or disrupts the typical daily operation of the program.</p>

*Add section*

## Assigned Responsibilities during an Emergency

This form is provided as a resource for your emergency preparedness. It allows you to identify actions that need to happen during an emergency and who is responsible for taking those actions. For each item in the first column, identify the person or position responsible, the required action, and under what circumstances that action should occur.

Action	Person or Position Designated/Responsibility/Location <i>Example: Marlyss will take the children to the safe room located in the basement when the tornado siren goes off.</i>
Protecting the Children	Ventures staff
Notifying Authorities	Ventures Coordinator, Site Leader, and/or Ventures staff
Communicating with Parents/guardians, including reunification	Superintendent, Director of Community Services, Ventures Coordinator
Add action	

## Early Ventures Emergency Plan Northfield Public Schools Levels of Response

The Northfield Police Department and Northfield Public Schools identified four levels of response with examples to assist in explaining who will respond and how/when notification will happen.

### Level 1

- School personnel, including the School Resource Officer, handle all responses internally

Incident Example(s)	Possible Responses
<ul style="list-style-type: none"> <li>Suspicious person or vehicle in the vicinity</li> <li>Bomb threat with no credibility</li> <li>Theft</li> <li>Fights</li> </ul>	<ul style="list-style-type: none"> <li>School Resource Officer (SRO) and school administration handle the incident without police assistance.</li> </ul>

### Level 2

- Minimum response by the District and local law enforcement

Incident Example(s)	Possible Responses
<ul style="list-style-type: none"> <li>SRO requests assistance from the Police Department</li> </ul>	<ul style="list-style-type: none"> <li>Public address announcement</li> <li>Letter home to parents</li> <li>No police response</li> </ul>

### Level 3

- Moderate response by the District and local law enforcement.

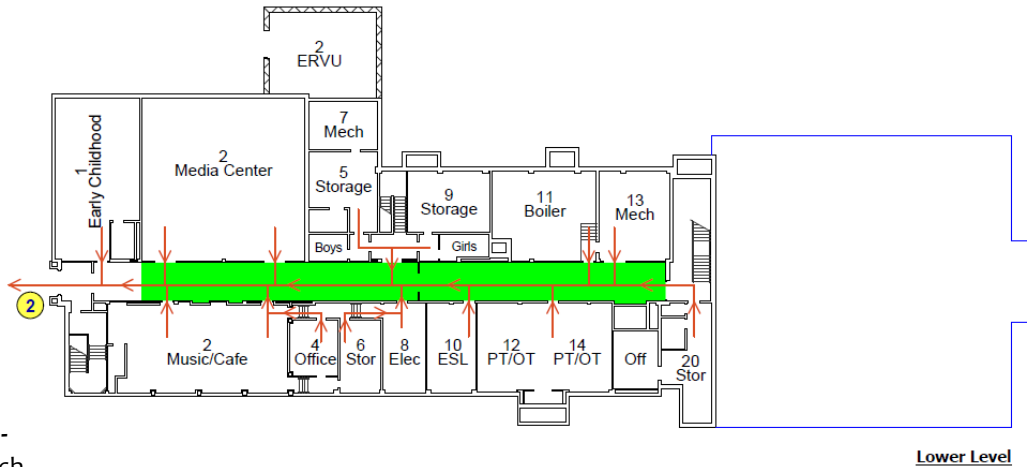
Incident Example(s)	Possible Responses
<ul style="list-style-type: none"> <li>Stranger in the building</li> <li>Bomb threat with credibility</li> <li>Police action in the vicinity of the school campus (search warrant, search for fugitive)</li> <li>Suspicious substance/package</li> </ul>	<ul style="list-style-type: none"> <li>Public address announcements</li> <li>Letter home to parents</li> <li>Inform Media</li> </ul>

**Level 4**

- Intense response by the District and local law enforcement

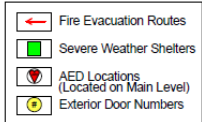
<b>Incident Example(s)</b>	<b>Possible Responses</b>
<ul style="list-style-type: none"><li>• Child abduction</li><li>• Attempted child abduction</li><li>• Suicide in building</li><li>• Attempted suicide in building</li><li>• Shooter on the premises</li><li>• Evacuation of the building</li></ul>	<ul style="list-style-type: none"><li>• Public address announcement</li><li>• Letter home to parents</li><li>• Tell Media</li><li>• May set up Joint Information Center within line of site of the school</li></ul>

# Appendix C: Longfellow Floor Plan & Evacuation Routes

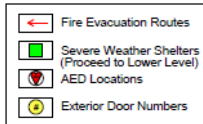
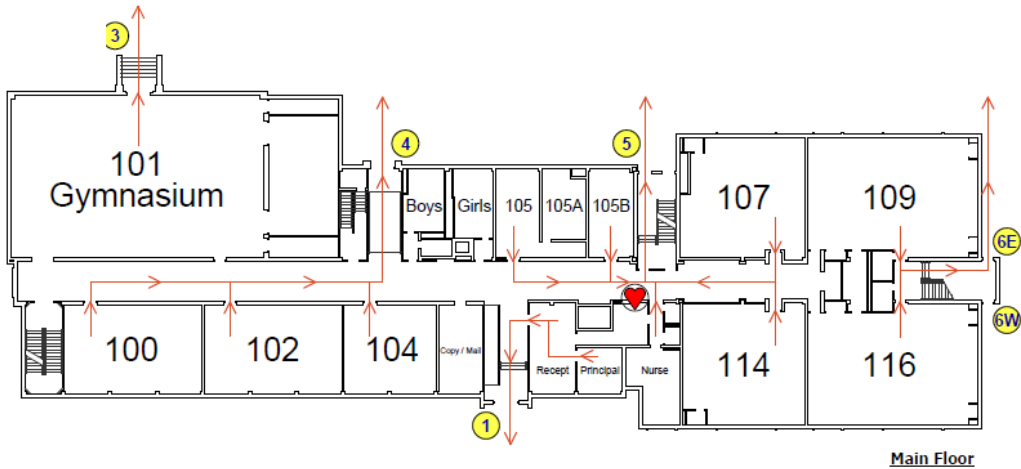


**Primary Evacuation Site-**  
 St. Johns Lutheran Church  
 500 3<sup>rd</sup> St. W.  
 507-645-4429  
 (Across the playground field)

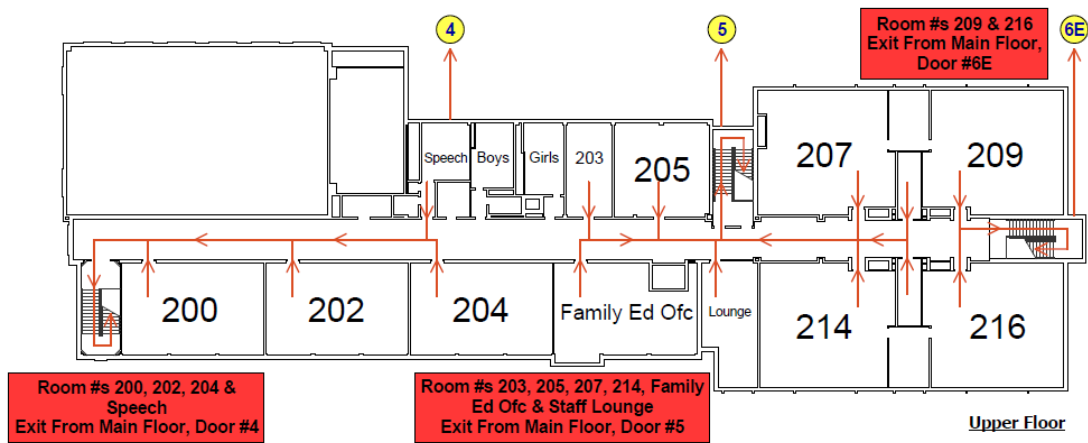
**Secondary Evacuation Site-**  
 Northfield Middle School  
 2200 Division St. S.  
 507-663-0650  
 (Use Benjamin Bus)



	Longfellow School	11/30/2015	
	Lower Level Fire Evacuation & Severe Weather Shelter		



	Longfellow School	11/30/2015	
	Main Floor Fire Evacuation & Severe Weather Shelter		



## Appendix D: Mandated Reporting

DHS-7634A-ENG 1-18



### MALTREATMENT OF MINORS MANDATED REPORTING

This policy is for all providers licensed by the Minnesota Department of Human Services.

#### Who should report

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are mandated (required) to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

#### Where to report

- If you know or suspect that a child is in immediate danger, call 911.
- Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family child care facility should be made to county child protection services.
- Reports concerning suspected abuse or neglect of children occurring in all other facilities licensed by the Minnesota Department of Human Services should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at 651-431-6600.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 1-800-552-0214 or local law enforcement at 911.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services Licensing Division at 651-431-6500.

#### What to report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556) and should be attached to this policy.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

#### Failure to report

- A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor.
- A mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

#### Maltreatment Of Minors Mandated Reporting Policy



### Retaliation prohibited

- An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child who is the subject of the report.
- The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

### Internal review

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review within 30 calendar days and take corrective action, if necessary, to protect the health and safety of children in care.
- The internal review must include an evaluation of whether:
  - I. related policies and procedures were followed;
  - II. the policies and procedures were adequate;
  - III. there is a need for additional staff training;
  - IV. the reported event is similar to past events with the children or the services involved; and
  - V. there is a need for corrective action by the license holder to protect the health and safety of children in care.

### Primary and secondary person or position to ensure reviews completed

The internal review will be completed by [Breezy Barrett, Ventures Coordinator](#). If this individual is involved in the alleged or suspected maltreatment, [Erin Bailey, Community Services Director](#) will be responsible for completing the internal review.

### Documentation of internal review

The facility must document completion of the internal review and make internal reviews accessible to the commissioner immediately upon the commissioner's request.

### Corrective action plan

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

### Staff training

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

### Provide policy to parents

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be available upon request.

## Appendix E: Risk Reduction Plan



Minnesota Department of Human Services

### Child Care Center Risk Reduction Plan

**Program Name:** EarlyVentures Learning Center

**License #:** 10425264-CCC

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	Located in four classrooms in a Northfield Public School's building		In addition to adhering to DHS licensing guidelines, EarlyVentures follows all safety and security procedures set forth by Northfield Public Schools as we are a district program.
	Multiple district programs and offices are housed in the same school building.		Children are supervised at all times. Children are never left alone in a room or on the playground. Appropriate ratios are always met. Classroom doors are closed when the group is in the classroom. EarlyVentures is housed in a secure school building. There is a district employee stationed at the front door when the door is <u>unlocked</u> and all visitors must check in. EarlyVentures families access the building through a secure fingerprint system.
	Three EarlyVentures classrooms are located downstairs; Two classrooms are located on the main level. No classrooms are located on the second level.		Children are supervised at all times and are never left alone. Appropriate ratios are always met. There are six exits out of the school building. Each EarlyVentures classroom has one exit into a hallway with





			easy access to an outside exit on their floor level.
Condition and design of the outdoor space	In the front of the school, there is a grassy area and sidewalk near the road (Orchard St.)		<p>*See pages 13-15 and 28-29 in the EarlyVentures Handbook for a more detailed look at existing policies that minimize risks.</p> <p>Staff members will be informed of all risks present when taking students outdoors. Children will be supervised at all times and appropriate ratios always met. Children will not be allowed to play near the parking lot, gate, or cement stairs. Children will be monitored and will only play on structures appropriate for their age and developmental level.</p>
	In the back of the school, there is a partially enclosed playground. It is partially enclosed by a chain link fence. There is a gate in the fence that leads out of the playground and down cement stairs.		
	The part of the playground that is not enclosed has a chain to prevent/warn children not to go into the parking lot that is on the other side.		
	The playground has asphalt, a large grassy area, and a large woodchip area. There are two main playground structures appropriate for early childhood as well as other climbing structures and swings.		
Bathrooms	EarlyVentures bathrooms are located down the hall from the classrooms.		Staff will walk to the bathrooms with the children and children will be supervised at all times. Appropriate ratios will always be met. Please see pages 13-15 and 28-29 in the EarlyVentures handbook for more details.
	Falling off stools		All stools will meet safety standards and children will be supervised while using them.
	Water burns		The water temperature will be kept at an acceptable temperature for all children and staff.
			One child will be allowed in a





	Pinched fingers		bathroom stall at a time. Children will not open or hold doors open. Children will be supervised at all times.
	Exposure to hazardous materials		Cleaning supplies and other hazardous materials will not be stored in the bathroom.
	Falling off the small stairs leading to the sink in the toddler room. (When kids are washing their hands after using the potty chair or having their diaper changed.)	Stairs meet safety standards and a staff member will always be present next to the stairs while children wash their hands.	

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	Pinched Fingers		Children will be supervised at all times. Children will not be allowed to open/close storage area doors. There are a number of cabinets/drawers that have child locks to prevent children from opening/closing them and pinching their fingers. Staff members personal belongings will be stored out of reach of children or in a closed cabinet/closet. This includes staff members personal food or beverage. Other food and beverage will be kept in a closed cabinet, inaccessible to children. "Teacher materials will be kept in closed cabinets, closets, or out of reach of children. All toys are stored on open shelving units. Toys that are not in rotation are stored in a different room where children do not have access. Medications and cleaning materials are stored out of reach of children or in locked cabinets. See pages 13-15 and
	Access to staff members personal belongings		
	Access to food and beverages		
	Access to "teacher" materials		
	Access to medications and cleaning materials.		





			28-29 in the EV Handbook for more details.
Accessibility of medications and cleaning products	Poisoning		All medications and cleaning products are kept out of reach of children or in locked cabinets or drawers. Children are always supervised. Staff are trained on how to clean tables and other items to protect children from chemical residue. All cleaning products are approved by the Health Consultant. All medications are stored in the original, child-proof containers and are clearly labeled with each child's name. Proper paperwork is on file for each child's medication. Please see pages 13-15 and 28-29 in the EV Handbook for more details.
	Chemical Burns		
	Side effects from ingestion		
	Side effects from contact with skin		
	Side effects from contact with eyes, ears, nose, and throat		
	Choking		
Areas that are difficult to supervise	Bathroom Stalls		Only one child at a time will be allowed in a bathroom stall. Children are supervised at all times in the bathroom and appropriate ratios are maintained.
	Walking in the hallways		Staff will always supervise children in the hallway. Before leaving any area, staff count the number of children in their group, count the group again in the hallway, and count again upon arrival of their destination. If more than one staff member is present, one staff leads the line and the other is at the end of the line. Children always use "walking feet" in the hallway.
	Playground structures		Staff will position themselves to see all children in their group. If necessary, staff may "close" certain playground structures to keep children in a more contained area. Staff continuously count the number of children in their group.







			while on the playground.
	Certain classroom areas		Early Ventures classrooms are set up in that there are no "blind" spots. The basics of supervision will always be followed in that each staff member will position themselves always to see all children in their group.

- 2. 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	Sidewalks surrounding the building		Anytime children are on the sidewalks, they will use walking feet and will always be supervised. Children will generally only use the sidewalks when entering or exiting the building with their parent/guardian or when walking to a nearby park. A staff member will always lead the group and a staff member will always be in the back of the group's line.
	Parking lot connected to the playground		The parking lot is off limits to children and is only used by school personnel and families accessing Longfellow school. There is a chain blocking off the playground from the parking lot.
	Woodchips on the playground		Children are supervised at all times and staff position themselves to see all children





			in their group. Children must wear shoes on the playground. Children are taught that the woodchips stay on the ground and that they are not to go in mouths.
	Asphalt on playground		Children are supervised at all times. Children always wear shoes outside.
	Grassy area on playground		Children are always supervised. Children must wear shoes at all times they are outdoors. Children are taught that grass stays on the ground and does not go in mouths.
	Gate leading out of the playground		The gate near the playground will remain closed and locked during all times children are present.
			Staff are well informed of all the playground and outside hazards. Staff routinely check the playground and grassy area for hazards. Should a hazard be present, staff follow the prescribed protocol in dealing with the hazard (removing it themselves, informing the building engineer, etc).
Proximity to hazards, busy roads, and publicly accessed businesses	Longfellow school is located on Orchard St.		Orchard street has minimal traffic. When children enter or exit the door on Orchard St, they are either accompanied by parents/guardians or they are closely supervised by staff.
	Church across the street in the back of the building.		The church building has minimal occupation during week days.
	Located in a district building that contains other district programs.		All visitors to the building must check in at the front office. All other doors to the building are locked. Families can enter EarlyVentures through a secured fingerprint system. Staff have been





			trained to address all people they do not recognize in the building or on the playground.
	Residential area with houses surrounding the building on three sides.		Children are supervised at all times. Neighbors have no reason to access the building. If visiting Longfellow, neighbors must check in at the front office and have a purpose for visiting.

- 3. 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 will not be allowed to open or hold doors. Children will also maintain an appropriate distance from the bathroom stall door when they are not the one using the stall. Cabinets and drawers will be designated for teachers only or will have locks on them. Please also see pages 13-15 and 28-29 in the Early Ventures Handbook for more details.
Leaving children in the community without supervision		Anytime children are out in the community with Early Ventures, staff will carry an emergency backpack containing emergency information. The emergency information includes a picture of





		each child. Children will be supervised at all times and staff will continuously count the number of children in their group. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Children leaving the facility without supervision		Children will be supervised at all times. Doors to the classrooms will be closed any time children are in the room. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Caregiver dislocation of children's elbows		Staff will never grab children by the arm or swing them around by the arm in play. If absolutely necessary, staff will use a "basket hold." Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.
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 are not allowed to bring hot beverages into the work place. Northfield Public School's Nutrition Staff (or staff that have been trained by Nutrition Services) serves lunch to <u>Early Ventures</u> students. Trained staff also monitor food temperatures and makes sure all temperatures are in compliance with state guidelines. No hot snacks are served. Bottle warmers and microwaves are stored on shelves out of reach of children and cords are inaccessible to children. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Injuries from equipment, such as scissors and glue guns		All teacher scissors, staplers, glue guns, and similar items will be stored out of reach of children. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Sunburn		Parents must fill out the sunscreen permission form upon registration. Should parents refuse to sign a



		<p>permission form, they will be asked to sign a release of liability. Children will not be allowed in the program unless a sunscreen permission is signed or a release of liability is signed. Parents are asked to supply a bottle of sunscreen for their child. Sunscreen bottles are labeled with the child's first and last names. <u>EarlyVentures</u> will provide sunscreen for children that do not have their own bottle. Staff will always apply sunscreen to children and staff will apply at appropriate times. Sunscreen will be stored out of reach of children. Please also see pages 13-15 and 28-29 in the <u>EarlyVentures Handbook</u> for more details.</p>
Feeding children foods to which they are allergic		<p>Upon registration for each session, parents are asked to provide information regarding any allergies. Allergy lists are posted in the lunch room and in the classrooms near snack areas. Northfield Public Schools Nutrition Services will be notified of any food allergies. Staff are CPR and first aid trained should a child have an allergic reaction. Please also see pages 9-10, 12-15, and 28-29 in the <u>EarlyVentures Handbook</u> for more details.</p>
Feeding children the correct breast milk/formula in the infant room	<p>On 11/30/18 a policy was implemented in which each child's bottle needs to be verified by two staff before it is fed to a child. One staff can warm the bottle, but before feeding, the staff person needs to show it to a fellow staff to make sure the bottle's label matches the child that will be fed.</p> <p>Furthermore, on 4/8/19 a policy was implemented in which staff need to record the staff person</p>	<p>All bottles are clearly labeled with the child's first and last name. All children also have their own colored label, with each child in the room having a different color.</p>



	preparing a bottle, the time of day, the staff person that is double checking the accuracy of the bottle, and the staff person feeding each child a bottle. This is recorded on a spreadsheet in the bottle area and a picture of the spreadsheet is taken at the end of each day for EV's records.	
Children falling from changing tables		Staff will follow all diaper changing procedures, which includes keeping one hand on the child being changed at all times. Staff will never walk away from a child on the diaper changing station even if they are buckled. Staff will not let children climb on the diaper changing station themselves. Please also see pages 10, 13-15, and 28-29 in the <u>Early Ventures Handbook</u> for more details.
Children accessing dangerous items or chemicals or coming into contact with residue from harmful cleaning products		Cleaning products are out of reach of children at all times. Staff are trained on how to clean tables and other items to protect children from chemical residue. All cleaning products are approved by the health consultant. Please also see pages 13-15 and 28-29 in the <u>Early Ventures Handbook</u> for more details.

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

**5. 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 never left alone and are always supervised regardless of whether they are stationed area or transitioning from one area to another. Staff maintain appropriate ratios at all times. Staff count the children in their group before they leave an area, while they are transitioning, and once they get to their final destination.
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	All <u>Early Ventures</u> cribs are within sight and sound of staff in the infant room. Children are always supervised and staff never leave the room if a child is asleep in a crib.
Child drop-off and pick-up times	Parents/guardians must sign their child in and out each day. Parents must walk their child into their designated room and make contact with staff or they must walk into the room to pick up their child at the end of the day and make contact with staff. Staff either welcome the child for the day or wish the child a good night upon departure. Once the child is signed in, <u>Early Ventures</u> staff are responsible for the child. Staff know how many children and which children are present at all times.
Supervision during outdoor play and on community activities, including but not limited to field trips and neighborhood walks	Children are always supervised and appropriate ratios maintained. Staff position themselves so they can see all children in their group while outside. Written permission from parents is obtained any time children travel off site. Staff know how many and which kids they are taking offsite. Staff take an emergency backpack with them when traveling offsite that contains emergency information and first aid supplies. Staff consistently count the number of children in their group. All offsite destinations are age appropriate.
Supervision of children in hallways	Children are always supervised. Staff never lose sight of the children in hallways. Children walk in the hallways.

Date risk reduction plan was initially completed: 11-7-11

- 6. 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]

**7. 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: EarlyVentures Learning Center

License #: 1042526-6-CCC

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:
  
  
  
  
  
- (2) A review of the internal reviews conducted under Minnesota Statutes, section 245A.66, subdivision 1, if any:
  
  
  
  
  
- (3) A review of substantiated maltreatment findings, if any:
  
  
  
  
  
- (4) A review of incidents that caused injury or harm to a child since the last review, if any:

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

NA

Name and title of person completing annual review: \_\_\_\_\_

Date of annual review: \_\_\_\_\_

