

OFFICE OF INSPECTOR GENERAL - LICENSING DIVISION

Child Care Emergency Plan

Instructions: State law requires the following providers to use this form to create an emergency preparedness plan: (1) licensed child care centers (Minn. Stat. 245A.41, Subd. 3), (2) licensed family child care providers (Minn. Stat. 245A.51, Subd. 3), and (3) certified child care centers (Minn. Stat. 245H.15). Please refer to the [Keeping Kids Safe](#) planning guide for guidance in creating your emergency preparedness plan.

Provider information

DATE CREATED 9/26/2023	DATE OF FIRST REVISION	DATE OF SECOND REVISION	DATE OF THIRD REVISION	DATE OF FOURTH REVISION
PROVIDER NAME Learning Garden Group, LLC dba The Learning Garden				
STREET ADDRESS 1194 County Road C East		CITY Maplewood	STATE MN	ZIP CODE 55109
PHONE NUMBER 651-330-9425	EMERGENCY PHONE NUMBER 651-785-7196	EMAIL ADDRESS ashley@thelearninggarden.app		

Shelter-in-place/lock-down procedures

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

LOCATION 1 (IN-BUILDING) Each Classroom	LOCATION 2 (IN-BUILDING) Office/Storage Room
DESCRIBE PROCEDURES FOR SHELTER-IN-PLACE/LOCK-DOWN (WHO, WHAT, WHERE, WHEN): 1. The supervisor will announce to each classroom to shelter in place/lockdown. 2. The teachers in each classroom will have the children go into the classroom, taking the emergency backpack, cellphones, and emergency contact binder. 3. The teachers in each classroom will lock the doors and windows, shut the blinds and do a name-to-face count. 4. The teachers will reassure the children and keep them calm until the "all clear" is announced.	
DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS: The Administrative staff will assist in infant and toddler classrooms by assisting to place infants in cribs, hold or carry children as needed and help keep the children calm. The administrative staff will ensure that bottles and pacifiers are with the children.	
DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS: The Administrative staff will assist with any children who have medical conditions or disabilities, assuring that any needed materials, medications or equipment is with the child.	

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN: Children or staff are at risk of immediate harm, danger or need medical assistance, or if there is a fire or tornado, or other disaster.
PARENTS/GUARDIANS WILL BE NOTIFIED WHEN: Any event in which 911 was called and responders were sent to the center.

Emergency kit for shelter-in-place/lock-down situations

DESCRIBE YOUR EMERGENCY KIT. SEE KEEPING KIDS SAFE FOR MOR INFORMATION ABOUT HOW TO USE YOUR EMERGENCY KIT DURING SHELTER-IN-PLACE AND LOCK-DOWN SITUATIONS. Our Emergency Kit includes: Emergency Radio
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Flashlight
First Aid Kit
Gloves and Plastic Bags
Blood spill kit and goggles
First Aid Manual
Classroom Backpacks contain: Emergency Contact Info, band aids, gloves, bags and books/bubbles

Evacuation and relocation procedures

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

DESCRIBE EVACUATION ROUTES AND EXITS. SHOW HOW YOU AND THE CHILDREN WILL LEAVE FROM ANY ROOM IN THE BUILDING:

Children and adults will evacuate through the closest exit in an evacuation (shown on the evacuation route map). If doors are blocked, children and staff will exit through the egress windows.

Infants: Using evacuation cribs, 4 infants will be placed in each crib and pushed out of the classroom to the closest exit.

Toddlers: Evacuate through the preschool room to one of the two exit doors (west and north)

Preschool: Evacuate through either the west, north or east door of the classroom.

Pre-K: Evacuate through the south or west door of the classroom.

Office/Staff Room: Evacuate through the west or north door.

DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR ACCOMMODATING INFANTS AND TODDLERS:

Administrative Staff will assist infants and toddlers with evacuation, pushing cribs or carrying children as needed.

DESCRIBE SPECIAL CIRCUMSTANCES OR PROCEDURES NEEDED FOR CHILDREN WITH DISABILITIES OR CHRONIC MEDICAL CONDITIONS, INCLUDING PROCEDURES FOR STORING A CHILD'S MEDICALLY NECESSARY MEDICINE:

Administrative Staff will be responsible for ensuring medications or medical equipment is taken in an evacuation.

Notification

EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN:

Children or staff are at risk of immediate harm, danger or need medical assistance, or if there is a fire or tornado, or other disaster.

PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:

Any event in which 911 was called and responders were sent to the center or when the building needed to be evacuated.

Emergency kit for evacuation and relocation situations

DESCRIBE YOUR EMERGENCY KIT. SEE [KEEPING KIDS SAFE](#) FOR MOR INFORMATION ABOUT HOW TO USE YOUR EMERGENCY KIT DURING EVACUATION AND RELOCATION SITUATIONS.

Our Emergency Kit includes:

Emergency Radio

Flashlight

First Aid Kit

Gloves and Plastic Bags

Blood spill kit and goggles

First Aid Manual

Classroom Backpacks contain: Emergency Contact Info, band aids, gloves, bags and books/bubbles

Relocation - location 1

BUILDING NAME

Creative Kids Academy

REASON(S) TO EVACUATE TO LOCATION 1

Building is unsafe due to fire, gas leak, electrical issue or other disaster.

STREET ADDRESS 2617 Duluth Street	CITY Maplewood	STATE MN	ZIP CODE 55109
PHONE NUMBER 651-490-7734	EMERGENCY PHONE NUMBER		
TRANSPORTATION TO LOCATION 1 walking distance			
OTHER DETAILS			

Relocation - location 2

BUILDING NAME Lexdan Automotive			
REASON(S) TO EVACUATE TO LOCATION 2 Building is unsafe due to fire, gas leak, electrical issue or other disaster.			
STREET ADDRESS 2610 Maplewood Dr.	CITY Maplewood	STATE MN	ZIP CODE 55109
PHONE NUMBER 651-484-0551	EMERGENCY PHONE NUMBER		
TRANSPORTATION TO LOCATION 2 walking distance			
OTHER DETAILS			

Parent/guardian and child reunification procedures

If we need to evacuate, shelter-in-place, or when parents/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:

<p>PARENTS/GUARDIANS WILL BE NOTIFIED WHEN:</p> <p>Parents will be notified in the communication app (Procure Connect) or by phone using the contact information they provided and given information as to why and where we evacuated to and when they can reunite with their child.</p>
<p>DESCRIBE HOW YOU WILL KEEP PARENT/GUARDIAN INFORMATION UP TO DATE. HOW WILL YOU ACCESS THIS INFORMATION IN AN EMERGENCY?</p> <p>Emergency Contact information is kept in the Red Emergency Contact Binder and entered into our Procure System where it can be accessed on the app.</p>
<p>DESCRIBE HOW CHILDREN WILL ONLY BE RELEASED TO PARENTS/GUARDIANS OR OTHER INDIVIDUALS LISTED ON THE CHILD'S FORM (WITH PROPER IDENTIFICATION). INCLUDE ANY RELEVANT DETAILS ABOUT RELEASE OR REUNIFICATION:</p> <p>All staff will follow our authorized pick-up procedures by ensuring the person picking up the child is listed as an emergency contact and that they show valid ID.</p>

Continuing operations procedures

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

<p>THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION-MAKING PROCESS REGARDING CONTINUED OPERATIONS DURING A CRISIS:</p> <p>Ashely Lindback-Owner/Director Angela Kapp-Founder/Education Coordinator Keith Kapp-Finance and Operations Manager</p>

THE FOLLOWING PEOPLE WILL NEED TO BE NOTIFIED AND BE A PART OF THE DECISION MAKING-PROCESS REGARDING CONTINUED OPERATIONS **AFTER** A CRISIS:

Ashely Lindback-Owner/Director
Angela Kapp-Founder/Education Coordinator
Keith Kapp-Finance and Operations Manager

ANY ADDITIONAL CONSIDERATIONS FOR OPERATIONS:

Emergency contact information

For Emergencies - Dial 911

Law enforcement agencies

CITY (IF APPLICABLE) Maplewood	CONTACT NAME 911 24-Hour Emergency Number
NON-EMERGENCY NUMBER 651-777-8191	24-HOUR EMERGENCY NUMBER
CITY (IF APPLICABLE) Maplewood Police Department	CONTACT NAME
NON-EMERGENCY NUMBER	24-HOUR EMERGENCY NUMBER

Utility emergency phone numbers

ELECTRIC	COMPANY Xcel
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 800-895-1999
GAS (IF APPLICABLE)	COMPANY Xcel
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 800-895-1999
WATER	COMPANY St. Paul Regional Water Services
CONTACT PERSON	24-HOUR EMERGENCY NUMBER 651-266-6350

General emergency resource numbers

MINNESOTA POISON CONTROL	PHONE NUMBER 800-222-1222
CRIME VICTIM SERVICES Maplewood Crime Victim Services	PHONE NUMBER 651-207-7300
POST-CRISIS MENTAL HEALTH HOTLINE Ramsey County Mental Health Line	PHONE NUMBER 651-266-7900
FIRE DEPARTMENT 911 In an Emergency	PHONE NUMBER 651-249-2800
OTHER	PHONE NUMBER

NAME OF INSURANCE COMPANY Christensen Group Insurance	
INSURANCE CONTACT PERSON Heather Joerg	PHONE NUMBER 763-551-1300

Licensing or certification information

LICENSING OR CERTIFICATION NUMBER 1121140	
ARE YOU LICENSED BY THE STATE OR THE COUNTY? State License	
LICENSOR NAME	LICENSOR PHONE

Child Care Assistance Program (CCAP) information (if applicable)

CCAP PROVIDER ID	
CCAP AGENCY/AGENCIES REGISTERED WITH	CCAP AGENCY PHONE NUMBER(S)

Identification of hazards

This section 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.

Attention licensed child care centers: You are not required to complete this section as you should have already identified potential risks and impacts as part of your Risk Reduction Plan (see Minn. Stat. 245A.66). If you have not addressed any of these hazards that could impact your site, you should use this section or add items to your Risk Reduction Plan.

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Fire	
Flood	
Gas/Chemical Leaks	
Hazardous Materials	
High or Low Temperatures	
Infectious Diseases	
Nuclear Power Plant There are two nuclear power plants in MN (in Welch and Monticello). Depending on location you may/may not have "potential risk of harm".	

HAZARDS	RISK OF HARM, POTENTIAL IMPACT AT YOUR SITE, AND PLAN FOR CONTINUING OPERATIONS DURING AND AFTER THE EMERGENCY
Severe Winter Weather	
Thunderstorm	
Tornado	
Violent Incidents	
Other	

Child emergency contact information

You should collect each child's emergency contact information and keep it with your emergency kit(s). Licensed child care centers and licensed family child care providers already collect this information from parents/guardians upon enrollment.

Keep the following information with your emergency kit(s) in case of an emergency:

Child specific information:

- Child's name
- Child's address
- Child's date of birth
- Special instructions for children with disabilities or chronic medical conditions (if applicable)

Parent/guardian information:

- Name(s) & relationship to child
- Preferred contact information (i.e. phone number or email address)
- Alternate emergency contacts
- Individuals authorized for pick-up

For licensed family child care providers, this information is on the first page of each child's Admissions and Arrangements form. Keep a copy of the first page of each child's Admissions and Arrangements form with your emergency kit(s) so that the information can be easily accessed in an emergency.

Please note: Do not post any child-specific information with your emergency plan or share it with other parents.

Yearly review of child care emergency plan

This section is provided for programs to document a yearly review of the child care emergency plan.

NAME OF PERSON COMPLETING YEARLY REVIEW Angela Kapp	DATE 9/27/2023
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