



Novi Woods Montessori

Employees of Novi Woods Montessori must adhere to the State of Michigan's Child Abuse and Neglect guidelines which include employees agreeing to the following statements:

- I am aware that abuse and neglect of children is against the law.
- I have been informed of the center's policies on child abuse and neglect (listed below).
- I understand that I am required by law to immediately report suspected abuse and neglect to children's protective services.

Novi Woods Montessori Suspected Child Abuse and /or Neglect Policy:

Under the Child Protective Services Act, Mandated reporters are required to report any **suspicion** of abuse or neglect to the appropriate authorities immediately by calling 855-444-3911. Within 72 hours of making the verbal report, mandated reporters must file a written report which can be obtained from the school office or found on www.michigan.gov by searching for form DHS-3200. The employees of NOVI WOODS MONTESSORI are not to discuss their suspicions with parent before reporting the matter to the appropriate authorities, nor should they investigate the cause of any suspicious marks, behavior or condition before making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at NOVI WOODS MONTESSORI take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and the best interest of all children. As mandated reporters, the staff of NOVI WOODS MONTESSORI cannot be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith".

- Unusual bruising, marks, cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g. Car seats, Seat belts etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate nutrition for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

Employee Name (Print): _____

Employee Signature: _____ Date: _____