

## **Northville Cooperative Preschool Child Protection Policy**

Teachers and staff members (parent volunteers) who have reasonable cause to suspect child abuse or neglect shall make an oral report by phone to the **Child and Adult Protective Services Report Abuse and Neglect 24/7 Hotline at 855-444-3911**. Within 72 hours, the teacher or staff member (parent volunteer) reporting the incident must submit a written report (form DHHS-3200) to the Department of Child Protective Services in the county in which the child resides.

**Oakland County (Pontiac) MDHHS 51111 Woodward Ave., Pontiac, MI 48342 phone: 248-975-5700 fax: 248-975-4855**

**Western Wayne County (Inkster) MDHHS-27540 Michigan Ave., Inkster, MI 48141 phone: 313-931-6400 fax: 313-931-6439**

Additionally, the reporting teacher or staff member (parent volunteer) must notify the NCP Director that a report has been made immediately and provide a copy of the written report to the NCP Director. The teacher or staff member (parent volunteer) making the report shall not be penalized in any way by making this report.

The written report (form DHHS-3200) to be submitted within 72 hours shall contain the name of the child and a description of the abuse or neglect. If possible, the report shall contain the name of the parents and/or guardians with whom the child resides and the child's age. The report shall also contain any other information obtained by the reporting person as to the cause of the abuse or neglect as well as the manner in which the abuse might have occurred. The written report shall be mailed to the Department of Child Protective Services of the county in which the child resides.

A person, the teacher or staff member (parent volunteer), who is required by law to report suspected abuse or neglect and fails to do so, is civilly liable for the damages proximately caused by the failure. A person, the teacher or staff member (parent volunteer), who knowingly fails to report suspected abuse or neglect, is guilty of a misdemeanor punishable by jail time and/or fines. False reports of abuse or neglect are also punishable by jail time and/or fines.

As a teacher or staff member (parent volunteer) of the Northville Cooperative Preschool, I am aware that the preschool has a policy against Child Abuse and Neglect. I have read the NCP Child Protection Policy and agree to abide by the following:

- 
1. I am aware that abuse and neglect of children is against the law.
  2. I have been made aware of the preschool's policy on child abuse and neglect.
  3. I am aware that I am required by law to report any incident of abuse or neglect.

---

**Signature**

**Printed Name**

**Date**