It is the responsibility of Nest Child Care and Parent Institute (NEST) to promote good physical and emotional health in children. It is the legal responsibility of NEST staff members to report situations where a child's health and safety is endangered.

Every NEST staff member is a mandatory reporter and receives annual training. This policy includes contacts at the center, on home visits and in the community.

The Site Coordinator/Program Directors (supervisors) in each site will have primary responsibility for child abuse and neglect policies within the program.

1. In each site the supervisor will assure that the CAN policies and procedures are followed. If a child arrives at school with minor suspected or obvious signs of physical or sexual abuse (broken bones, serious untreated injuries or illness, serious bruises or in such an emotional state that s/he fears to go home), immediate action will be taken.

a. Center staff or supervisor will see that the child receives appropriate medical attention.

b. Center staff will contact and report the child's condition to the appropriate agency (DHS Child Welfare) and inform the Program Director and Executive Director.

c. The family will be notified by DHS or law enforcement agency, NOT NEST staff.

d. A CAN Report will be completed within 8 hours and placed in the Center CAN file. The CAN file will remain confidential and cannot be shown to the families as stated by Michigan State law.

e. The supervisor will make a notation in the child's file giving date, condition noticed and response of family or child.

g. At orientation families will be asked to send notes to school regarding

unusual marks from bumps, bruises and burns that a child may have.

h. Staff are required to report all incidents of domestic violence if a child is in the home.

2. If a child arrives at school with questionable signs of abuse or neglect the supervisor or staff will make a notation in the child's file giving date, condition noticed and response of family or child.

3. For centers that have parent transport, if no one arrives to pick up a child and no alternate arrangements have been made:

1. The contacts listed on Child Info Card will be called to come

get the child.

1. If no word from the parent, or the emergency contact person is

received within 1 hour from the end of class, DHS, Child Welfare will be contacted. In outlying areas, a plan for follow up will be site specific.

1. A written CAN report (form 1-7) will be completed to document this

action and follow up.

4. For centers that have transportation services, if no one is at the bus stop when the bus arrives, and no alternate arrangements have been made a call will be made to the center.

a. The person, friend or relative designated on the emergency

information list will be contacted to make arrangements.

b. If no word from the parent, or the emergency contact person is received within 1 hour from the end of class, DHS, Child Welfare will be contacted.

c. A writtenCAN report or (form 1-7) will be completed to document this action and follow up.

d. If transportation is under contract, the procedure of the contractor will be followed. Center staff will inform parents of this procedure.