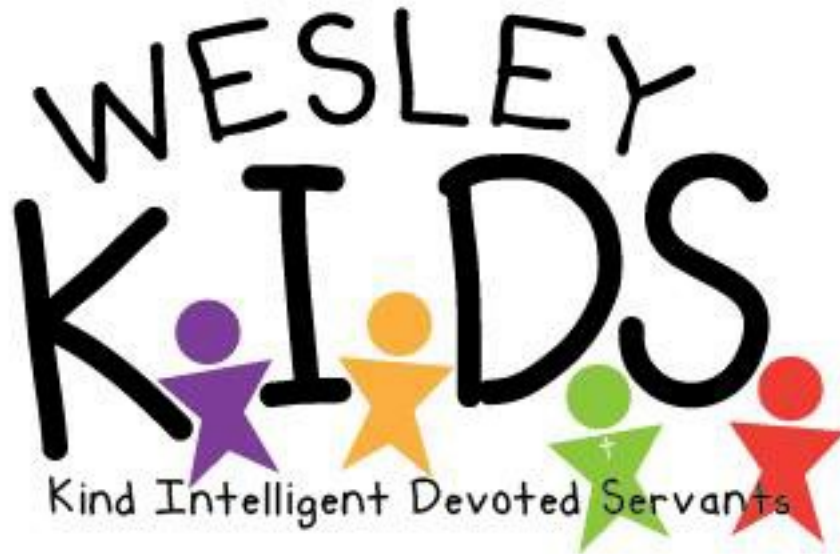


# Employee Handbook



The mission of Wesley K.I.D.S. is to develop Kind, Intelligent, Devoted, Servants of the community.

Proverb 22:6

Start children off on the way they should go,  
and even when they are old they will not turn from it.

**Wesley K.I.D.S. strives to create a safe and encouraging environment with kind and loving teachers who develop intelligent students devoted to Jesus.**

**Instruction through whole group teaching, small group lessons, and social interactions create educational experiences that develop self-esteem and positive relations for students to become future servants of our community.**

**Goals:**

- To show God's love to the children and families we serve
- To help children transition through beginning separation
- To help connect families to their child's education
- To promote healthy social interactions:
  - student to student and student to teacher
- To promote self-esteem and individualization
- To promote independence in problem solving
- To develop understanding of feelings and how to express them
- To cater to a variety of learning styles
- To develop gross and fine motor skills
- To promote healthy choices and habits

I would like to welcome you to Wesley K.I.D.S, as a staff member I hope you are able to grow and build your relationship with God along side of the kiddos we strive to teach. Our first priority is building a safe and encouraging environment, next is ensuring they have every learning opportunity, and last but not least, enjoying the atmosphere and having fun. We want to leave a lasting impression on these kiddos and their families. I desire a staff that can work together to make this preschool the best it can be to serve this community and each other in our various needs in faith and life.

Welcome to the family!

-Christy Bibee

## Checklist for Hiring New Staff

- Fully Completed Application with a copy of High School Diploma or Transcript, and all other education or trainings including CPR/First Aid.
- Physical Exam with Wesley K.I.D.S. form (cost is not covered by Wesley KIDS)
- Background Check & out of state disclosure forms
- Read Employee & Parent Handbook
  - Read Emergency Preparedness Procedures
  - Read Supervision Policies
  - Job Description
  - Program Philosophy
  - Discipline Policy
  - Complete Orientation check sheet with Initials and Signatures
  - Drug Policy
  - Photograph Release
- Child Abuse Training - [https://www.sworps.tennessee.edu/child\\_abuse\\_reporting/start.html](https://www.sworps.tennessee.edu/child_abuse_reporting/start.html) (google tn child abuse SWORPS)
  - Complete the video and Quiz, Print the quiz results with at least an 80% score
- Read Child Abuse Reporting Procedures (In Employee Handbook)
- TCCOTS > [www.tccots.com](http://www.tccots.com) (must use firefox browser for training to work correctly)  
you will need to create an account with TCCOTS and add Wesley KIDS as your employer before starting any trainings  
Before You Begin for New Caregivers & Shaken Baby Syndrome
- Read Licensure Rules - 2016 Edition
- Orientation:
  - Supervision
  - Gym/Playground safety
  - S.I.D.S. Training
  - Child Accident/Incident Form & Procedure
  - Parent Center Communication
  - Disease Control/Health Promotion & CMV
  - Classroom Observation
    - Walkies, First Aid, Clipboards
    - Arrival & Dismissal - singing in & Check I.D.s
- Director:
  - Verify Work History
  - Talk to Personal References
  - Complete Training
  - Complete File Checklist & Orientation Checklist
  - Receive Criminal Background Check
  - Set observation date
  - Final interview

## Daily Expectations:

### Morning Teacher: Hours 7:00 am - 2:00 pm

›Before students arrive:

- Sign In / Check staff mailboxes
- Complete the Opening Classroom Checklist ensuring all safety protocols are followed
- Ensure things are straightened and in order in the classroom - no clutter / clean centers
- On Rotation: Complete the Gym/Playground Safety Checklist
- Kitchen: Make fresh soap and bleach water for the day
  - Get plates, bowls, cups, spoons, napkins as needed
  - Get the appropriate amount of snack for your class
  - Close and label all snack foods appropriately and clean up any mess made
- Sanitize all tables
- Prepare the days activities/books from the weekly lesson plan

›While Student's are present:

- Have fun: these kiddos are here to learn and the most effective learning is done when everyone is working together and enjoying the day
- Sign In/Out Sheets must reflect all students present. If a parent forgets to sign in/out › put the parent's name, your initials, and the time the student arrived
- Welcome students/families as they come in and let them know of any changes for the day
- During any transition the teacher must line students up, call roll from the sign in sheet, and count heads before leaving the room. Continue to count heads as your turn corners to your destination.
- Students should walk in a straight line (as developmentally appropriate) with duck tails and bubbles
- Teachers must carry/respond to the class walkie talkie at all times.
- A class picture schedule must be posted and followed as closely as possible
- Students are required to go to the playground during allotted times unless it is raining or the heat index/wind chill is not between 98 and 32 degrees Fahrenheit. Students must wear a jacket when it is cold.
- Students must be supervised at all times, make sure you can hear all students and see them with a quick glance when needed.
- Classroom/Gym/Playground rules must be posted, reviewed and followed throughout the day
- Teachers must be able to control children's typical behavior in a positive way through redirection and focusing on the correct behavior
- Meal times: 1. clean/sanitize tables 2. wash hands 3. prepare snack 4. have students wash their hands and go to the table 5. place snack at each students seat with utensils and a napkin 6. Pray 7. the teacher must remain seated and attentive while students are eating (the teacher cannot be on the phone or doing any type of paperwork) if you need to leave the table for any reason either have the students hold their hands on their head or pick up the plates. 8. carry on a conversation with the students about what the meal is, what's going on that day, the weather, ect. 9. as students finish eating have them wash their hands and play a quiet activity where they can be easily supervised while the other students finish 10. after all students have left the table clean up, close all snacks, and clean/sanitize the table

- After breakfast and PM snack mark the meal count sheet for the students who ate and turn in to Christy on Friday evenings
- Nap: each student must have his or her own labeled mat and placement in the classroom. Students must be 36" apart and head to toe if there is no furniture in between them for health reasons.
- Students are not allowed to sleep with materials from the classroom.
- When your afternoon teacher arrives fill them in on the day and anything that needs to be relayed to parents at pick up

›After afternoon teacher arrives:

- Lesson Planning - weekly lesson plans following the monthly theme and including TN-ELDS are required to be posted and copies should be put in Christy's box the Thursday prior to the planning week
- TN-ELDS are used to ensure developmentally appropriate activities are being used to cover all academic aspects to ensure a well rounded educational experience. When TN-ELDS are used on a lesson plan they should be documented on the checklist to ensure all of them are met throughout the year.
- Update parent information boards
- Filing student mail
- Changing out classroom materials and books regularly
- Preparing any special activities for the next day
- Dishes on rotation
- End of month paperwork: Attendance, sign in sheets, safety checklists
- Training hours - 18 hours per year (5 per quarter)

#### **Afternoon Teacher: Hours 1:00 - 6:00 pm**

›Before going in the classroom:

- Sign In / Check staff mailboxes
- Kitchen:
  - Get plates, bowls, cups, spoons, napkins as needed
  - Get the appropriate amount of snack for your class
  - Close and label all snack foods appropriately and clean up any mess made

›While Student's are present:

- Have fun: these kiddos are here to learn and the most effective learning is done when everyone is working together and enjoying the day
- Sign In/Out Sheets must reflect all students present. If a parent forgets to sign in/out › put the parent's name, your initials, and the time the student arrived
- During any transition the teacher must line students up, call roll from the sign in sheet, and count heads before leaving the room. Continue to count heads as your turn corners to your destination.
- Students should walk in a straight line (as developmentally appropriate) with duck tails and bubbles
- Teachers must carry/respond to the class walkie talkie at all times.
- A class picture schedule must be posted and followed as closely as possible

- Students are required to go to the playground during allotted times unless it is raining or the heat index/wind chill is not between 98 and 32 degrees Fahrenheit. Students must wear a jacket when it is cold.
- Students must be supervised at all times, make sure you can hear all students and see them with a quick glance when needed.
- During nap the teacher must be able to see and hear all students with a quick glance. SIDS sheets must be completed on all students under 15 months of age. If all students are asleep you can work on materials left by the morning teacher, read, or do other quiet activities as long as your focus is on the students. Students are not required to sleep, they are required to lay quietly on their mat for ten minutes while others fall asleep then they can get up and work on quiet activities with you while others are sleeping.
- Students are not allowed to sleep with materials from the classroom.
- After nap, sanitize the nap mats and place all students nap materials back in their cubbies.
- Classroom/Gym/Playground rules must be posted, reviewed and followed throughout the day
- Teachers must be able to control children's typical behavior in a positive way through redirection and focusing on the correct behavior
- Meal times: 1. clean/sanitize tables 2. wash hands 3. prepare snack 4. have students wash their hands and go to the table 5. place snack at each students seat with utensils and a napkin 6. Pray 7. the teacher must remain seated and attentive while students are eating (the teacher cannot be on the phone or doing any type of paperwork) if you need to leave the table for any reason either have the students hold their hands on their head or pick up the plates. 8. carry on a conversation with the students about what the meal is, what's going on that day, the weather, ect. 9. as students finish eating have them wash their hands and play a quiet activity where they can be easily supervised while the other students finish 10. after all students have left the table clean up, close all snacks, and clean/sanitize the table
- After breakfast and PM snack mark the meal count sheet for the students who ate and turn in to Christy on Friday evenings
- As students are picked up ensure they take home their mail, daily sheets, lunchboxes, bottles, dirty clothes, backpacks, and jackets

➤After all students are signed out:

- Complete the classroom closing checklist
- Turn off the walkie talkie
- Clean all tables and surfaces
- Return all dishes and snack to the kitchen, ensure all snack items are properly closed and labeled
- Take out all trash and replace the trash bag
- Refill paper towels, soap, construction paper, toilet paper, ect
- Vacuum/Swiffer mop floors
- Ensure all centers are clean and toys are put away as they should be
- Complete any needed paperwork/training hours needed
- Check with Ms. Angie/Christy to see if there is anything else needed before signing out

Other Responsibilities of all Staff:

Read and implement state licensing rules & TN-ELDS

Attend all staff meetings & community events  
Keep all rooms neat and organized  
Complete all trainings & hours required before the deadline  
18 hours of trainings documented yearly  
Physical (every 3 years)  
TN-ELDS training (every 3 years)  
Child Abuse training (every 6 months)

### **Staff Attitude:**

Teachers should display Christian Morals  
Teacher should greet families daily with a smile  
Teachers should work efficiently and effectively  
Teachers should interact with families and co-workers respectfully  
Teachers should discuss any concerns with the director  
Teachers should enjoy the work they do, >If you are having fun, the kiddos will too!!

### **The Facility and Grounds:**

The entire church property is Tobacco Free (including electronic cigarettes). Anyone using Tobacco on the property is suspect to immediate termination.  
Any employee suspected of being under the influence of drugs or alcohol may be sent for drug testing and not permitted to return if he/she does not comply. If test results come back positive the employee will be immediately terminated unless there are some extenuating circumstances that can be medically explained and excused.  
Any employee taking any prescription / non-prescription medication that may alter his/her ability to properly supervise students needs to inform the on-site person in charge of such situations. Together they will determine if it is safe for the employee to work.  
Any personal bags, lotions, medications and so on brought in the preschool must be kept out of reach of children.  
Please do not remove any Wesley K.I.D.S. property from the grounds without authorization.  
Cell Phones are to be carried for use in the event of an emergency; do not use your cell phone while in supervision of the children unless it is an emergency.

### **Things to Know:**

- Walkie Talkies: channel 9.03
  - Carry it everywhere you go
  - If you use the lock button the channel will not change but the volume still will
  - Turn the walkie off and place it on the charger at the end of the day
  - Use the walkie to communicate to support staff or other classrooms as needed

- Carry your cell phone in case you have an emergency and the walkie isn't working
- TV/video streaming
  - Students are allowed to watch media up to 15 minutes per day
  - Videos must be something you have seen before and age appropriate
  - Educational or gross motor/dancing videos only
  - Please beware of the ads between videos on you tube
  - Teachers can use the TV cart or their personal devices
- Kitchen
  - Anytime you enter the preschool kitchen you must wash your hands
  - Anytime you are handling snack or other food you must wear gloves
  - Snacks must be closed air tight and labeled with the date it was opened
  - On your designated dish day please ensure the kitchen is clean
    - Wipe counters, sweep/mop floor, take out trash, ect.
  - Personal food can be kept in the fridge in a labeled zip lock bag
  - If you use the microwave, wipe it out when you are done
  - If you use the Kureg open it to let it dry after use

## Paperwork

- Sing In Sheets & Playground Safety/Gym Safety (on rotation)
- Daily Classroom Sign In/Sign Out sheets
  - Carry the clip board everywhere you go along with the blue bag!
  - Ensure all students present are signed in and signed out when they are picked up - if a parent forgets to sign in or out put the parents name, your initials, and the time.
  - At the end of the day leave the sign out sheet on the clipboard for closing check and teacher will file it the next day
- End of Month:
  - Monthly Attendance
  - Sign In/Out sheets
  - Classroom Safety Checklist
  - Classroom Closing Checklist
- Accident/Incident forms
- Medication Admin/Cream/Allergy Intolerance Forms
- Request for Leave form

## Dress Code:

Shoes: While working in a classroom you must wear shoes that will stay on your feet (i.e.- no flip flops); strapped sandals are ok along with toms, tennis shoes, and boots. No high heels should be worn. Teachers in the infant room are required to change in & out of slippers or such when entering and leaving the classroom.

Clothes: Semi-Professional



- Shorts are to be two inches above the knee
- Skirts & dresses should be to the knee or worn with leggings
- Shirts are to cover midriff and the chest
- No skinny-strapped tank tops
- Leggings or spandex type pants are ok with a long shirt to your thighs
- No sweatpants or other lounge/workout type clothing

A cross between professional enough to teach and comfortable enough to crawl on the floor  
 All tattoos must be covered and all facial piercings must be removed/covered.

**Discipline of students:**

- Behavior should be kept under control at all times
- No sarcasm or negative talk is to be used with students
- Positive Reinforcement of Good Behavior is key
- Never tell them what NOT to do\_\_\_\_\_

If necessary, Time Out may be used for one minute per year old; it should be used minimally and only with children over 3 years old. Time Out is a last resort to be used when redirecting does not work.

If behavior is consistent > discuss with morning teacher/parent to find the reason behind the behavior

If you need assistance with a child's behavior, call support staff

If behavior is consistent or severe, discuss with director and schedule a parent conference

**1240-04-03-.06 SUPERVISION. (Dec 2016 revised)**

**(1) Supervision Procedures.**

**(a) Agency Responsibility for the Children's Supervision.**

1. The management of the agency shall maintain a system that enables all children in the agency's care to receive a level of supervision of their status and activities that is appropriate to their age and their developmental, physical and mental status so as ensure their health and safety and that allows agency personnel to know the whereabouts of each child in their care
2. This system shall include a mandatory visual inspection of all areas of the building and grounds immediately prior to closing the agency for the day in order to ensure that no children have been unintentionally left in any part of the agency's facilities or in any vehicles that the agency uses to transport children.

**(b) Children six (6) weeks of age through nine (9) years of age:**

1. The adult must be able to hear the child at all times, must be able to see the child with a quick glance, and must be able to physically respond immediately.
2. Exception during mealtime: An adult must be in the direct sight and sound of children ages six (6) weeks through five (5) years, not in kindergarten, while the child is eating.

**(c) N/A (d) N/A**

**(e) Helper devices such as mirrors, electronic sound monitors, etc. may be used as appropriate to meet these requirements.**

**(f) Caregivers shall monitor children's toileting and be aware of their activities while respecting the privacy needs of the child.**

- (g) When more than twelve (12) children are present on the premises, but a second (2nd) adult is not required by the adult:child ratio rules contained in this Chapter, a second (2nd) adult must be physically available on the premises.
- (h) The agency shall maintain a plan, approved by the Department, that enables a caregiver in an emergency situation to call a second (2nd) adult who can respond quickly while maintaining as much supervision of the children in care as is possible under the circumstances.
- (i) If children with special needs are enrolled, Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) guidelines shall be consulted regarding the number of caregivers that a reasonable accommodation of a child's disability may require.
- (j) All children for whom care is provided at any one time shall be included in the agency's enrollment, square footage allowance, and licensed capacity.
- (k) Auxiliary staff may be used as emergency substitutes if their qualifications permit, but not while performing other duties.
- (l) N/A                      (m) N/A

**(2) Assignment of Children to Groups.**

- (a) Each child must be on roll in a defined group and assigned to that group with a specific caregiver(s).
- (b) Maximum group size requirements shall be maintained at all times with the exception of meals served in common dining rooms, napping in common nap rooms, or outdoors on the playground.
- (c) When infants are cared for in a center with older children, they shall not be grouped with children older than thirty (30) months of age, and a separate area shall be provided for them.
- (d) N/A
- (e) In order to assure the continuity of care for children and their caregivers, the children shall be kept with the same group throughout the day and shall not be moved, shuffled, or promoted to a new group until required based upon the developmental needs of the child; provided, however, that:
1. Groups, excluding infants and toddlers, may be combined for short periods for a special activity, e.g., special assembly, visiting performers or community helpers, etc., of no more than thirty (30) minutes duration per day as long as adult:child ratios are met.
  2. Groups, excluding infants and toddlers, may be combined, for up to one (1) hour at the beginning of the day and for up to one (1) hour at the end of the day as set forth in Adult:Child Ratio Chart 3 in part (3)(d)3 below.
- (f) Each group must have a "home base" with enough space for the entire group.

**\*\*Key Points to remember:**

- always stay in sight of all children
- keep entire class together
- stay seated during mealtimes except for spills or emergencies requiring assistance.
- Call Role and Count Heads before and after all Transitions
- Stay in sight of children during nap time and monitor sleepers
- Volunteers/Observers do not count in staff ratios
- Classrooms cannot be combined without approval of on-site person in charge

**Employee Benefits:**

After 3 months of employment one week of paid leave will be applied to each employees account along with 40 hours of un-paid. Paid leave hours will reflect the normal work hours for a typical week (ie. 35 hours for morning teachers and 25 hours for afternoon teachers). These hours will be renewed on January 1st thereafter. Unused vacation expires 2 years from the date applied.

There are four paid holidays applied per year: Easter, 4<sup>th</sup> of July, Thanksgiving, and Christmas Day

Employees are not permitted to apply for paid benefits when school is closed. (ie. Spring Break)

-To apply for Paid or Un-Paid leave the employee must complete and turn in the Request for Leave form to the director with preferably one month notice. Director will then approve the leave or it will be further discussed between the director and employee.

**Staff Illness Policy:**

Employees are not permitted to come to school if they are contagious (fever of 100 or higher, vomiting, diarrhea, lice, rash, or other signs of infection). Employee cannot return until she/he has been symptom free for over 24 hours or with a doctor's note clearly stating the employee can return to work. If you are ill, it is your responsibility to cover your classroom. Contact available subs and Director as soon as possible. Please take your health into consideration and be proactive about it. Wash your hands!

**Confidentiality/Social Media:**

Do not discuss Wesley K.I.D.S. enrollee or staff member information with anyone outside the program.

Do not use the students' names when talking about work to anyone outside of the program.

Do not associate with Wesley KIDS families on Facebook unless through the Wesley K.I.D.S. page.

Do not take pictures of kids with personal devices. There are several cameras on site.

**Disciplinary Action:**

Each situation will be handled per the severity of the incident and may lead to termination.

- Missing work/Tardiness without prior approval
- Inappropriate Behavior, Dress, Supervision
- Unapproved Cell Phone Use
- Breaking Confidentiality
- Inability to maintain a structured classroom, classroom behavior
- Other issues found unreasonable by the director

The form below will be used when disciplinary action is required.

## Wesley KIDS Employee Disciplinary Action Form

This form is used to document unacceptable behavior of an employee. Please read thoroughly and sign below.

Employee's Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Behavior causing concern or placing an unnecessary hardship on other employees:

- Tardiness
- Unapproved Absence
- Unapproved absence without notification
- Attitude/Disrespectful
- Unprofessional Dress
- Following agency rules and regulations
- Safety Issue
- Unfulfilled duties
- Not completing training hours

Severity of occurrence:

- First Warning
- Second Warning
- Final Warning
- Probation for \_\_\_\_\_ days > second occurrence consequence: \_\_\_\_\_
- Immediate Dismissal as of \_\_:\_\_\_ on \_\_ day of \_\_\_\_\_, \_\_\_\_\_

Explanation of unacceptable behavior: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

As an employee of Wesley KIDS I, \_\_\_\_\_, agree \_\_\_ / disagree \_\_\_ with the issuance of this disciplinary action due to \_\_\_\_\_

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Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Leaving Wesley KIDS:**

If you decide to leave Wesley KIDS we do ask that you submit a written letter to the director as soon as possible or at least two weeks prior to your last workday. Below is the Transition Plan we will try to follow with any staff change over. In the event a staff member is terminated they may be asked to turn in all Wesley KIDS property and leave the premises immediately or work out an allotted amount of time depending on the director's discretion.

### **Teacher Transition Policy**

It is our goal to have long-term staff with minimal turn over to create a safe and family environment in the preschool. But in the event a staff member leaves we will follow the following procedures the best we can:

Teacher leaving gives a two week or longer notice:

- Once the notice has been given the agency will begin looking for a new staff member to fill the position.
- The other staff members in the class will ensure to obtain all pertinent information from the staff member leaving about students, paperwork, location of materials, and ect.
- Staff member will discuss the change with students and send a note home to families.
- When the new staff member is hired, they will spend at least two days with the staff member that is leaving to make sure all adjustments are made as smoothly as possible.
- Other support staff will fill in as needed and aid with the students and classroom as needed.

Teacher leaves without giving a notice:

- Once the agency is aware the teacher will no longer be working there, arrangements will be made for another staff member from that class to cover the shifts until a new staff member can be hired and trained. Subs will be used in the event that other regular staff cannot cover all the shifts.
- A staff member will discuss the change with students and send a note home to families.
- When the new staff member is hired, they will spend at least two days with the staff member that has been covering the class to make sure all adjustments are made as smoothly as possible.
- Other support staff will fill in as needed and aid with the students and classroom as needed.

## **\* Notice to women of Child Bearing Age \***

### **Cytomegalovirus (CMV) - More information in hiring packet**

#### **About CMV**

Cytomegalovirus (CMV) is a common infection that can affect anyone. Many adults will have had a CMV infection by the time they're 40 years old, but most won't know it because it usually doesn't cause symptoms.

In healthy kids, a CMV infection is rarely serious and any symptoms it does cause tend to be mild. But CMV infection can be serious for babies and people with weakened [immune systems](#) due to illness or medicines, or for an unborn child if the mother has the virus.

Once a person has the infection, the virus (a member of the herpesvirus family) stays in the body but usually lies dormant (or inactive). It can come back weeks or years later and cause more serious illness, but this is more common in kids with immune system problems.

[http://kidshealth.org/parent/infections/bacterial\\_viral/cytomegalovirus.html](http://kidshealth.org/parent/infections/bacterial_viral/cytomegalovirus.html)

## **S.I.D.S. Sudden Infant Death Syndrome**

TN State Licensure Rule 1240-04-03-.06 4c

Sudden Infant Death Syndrome. Because of the possibility of Sudden Infant Death Syndrome:

1. Infants shall be positioned on their backs when placed in a crib for sleeping.
2. In order to avoid the risk of smothering, soft bedding for infants is prohibited.
3. Infants shall not be wrapped tightly or swaddled in blankets for sleeping.
4. Infants shall be touched by a caregiver every fifteen (15) minutes in order to check breathing and body temperature.
5. Pillows shall be prohibited for infants.
6. If a child appears not to be breathing, the agency must immediately begin CPR and call for emergency medical assistance.

7. Before any caregiver can assume caregiving duties of any type in an infant room they shall be oriented in the foregoing SIDS procedures.

**\*\*Nothing can be in the crib with the infant!!!! (licensing change as of Oct 2016)**

**\*\*Use timer to ensure each child is checked every 15 minutes**

**\*\*Document each check on the S.I.D.S. sheet**

**\*\*Every employee must be trained on S.I.D.S.**

**\*\*There is a review sheet on the wall in the infant room**

### **Reporting Suspected Child Abuse or Neglect Procedures:**

State Law 37-1-403 requires that anyone having knowledge of or cause to believe that a child (child being under the age of 18) is being brutalized, abused or neglected, must report their suspicions to the police or the juvenile judge having jurisdiction where the child lives. Persons specifically named to report abuse include school officials, doctors, and daycare providers.

#### **Procedure:**

Wesley K.I.D.S. upholds Federal and State laws that mandate the reporting of suspected child abuse or neglect.

1. Any staff member who suspects child abuse or neglect will document evidence (what YOU saw or CHILD stated word for word) and call the Child Abuse Hotline at 1-800-422-4453 or 1-877-237-0004 to file a report. Christy Bibee should be informed by phone immediately ((423) 650-1539) of any reports to the Child Abuse Hotline. If the Director is not available, contact staff member in charge.

2. After filing a report to the Child Abuse Hotline and contacting the Director, the staff member should complete the report of Suspected Abuse/Neglect and forward it to the Director (or one of the other Coordinators in the Director's absence) in a time dated envelope.

3. When reporting suspected abuse or neglect, the staff person making the call needs to have the child's records at hand to answer questions in a timely manner. The staff person making the report will provide a thorough description of the situation, and give the reason why they suspect a possible case of abuse/neglect. If suspected physical abuse is involved the staff person should describe the location, size, shape, and color of the bruise, rash, burn, etc. When using the child's comments/words, staff must quote the child exactly. Do not reword his/her comments.

4. All staff members involved in the reporting of suspected abuse/neglect will hold the information in strictest of confidence. Confidentiality is imperative. The case will not be discussed except with those staff members who are directly involved with the child.

5. If DCS or law enforcement officials come to the center to interview a child, ask to see their identification and have them sign out the child to leave the room with them. If the complaint is on one of the staff members contact the director (if director is unavailable, person on site in charge).

6. If the child is removed from the center, the staff will require the DCS worker or law enforcement official to sign and date Permission to Release Child Abuse/Neglect form (located below and in the red folder).

7. The staff member will keep a copy to be filed confidentially and forward the original form to the Director (if director is unavailable, person on site in charge) in a time & dated envelope on the day of the occurrence.

If there is an incident or statement that causes concern and the person is not sure if there is enough concern to warrant a report they may consult their supervisor or the Director. Nevertheless, remember the decision still rests with the person with the concern. Keep in mind the old adage of "better safe than sorry".

### REPORT OF SUSPECTED ABUSE/NEGLECT

Center Name: \_\_\_\_\_ Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Agency Reported to (DCS): \_\_\_\_\_

Person Reported to: \_\_\_\_\_

Specific Description of Suspected Abuse/Neglect (Facts Only): What you observed or what the child said.

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Parent/Guardian Contacted:  Yes  No

How was contact made?

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Summary of Discussion:

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Staff making Report:



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(Signature) \_\_\_\_\_ (Title) \_\_\_\_\_

Follow up needed:

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**Child Abuse Reporting  
Wesley K.I.D.S.  
Wesley Memorial UMC**

As a result of an investigation by the department of Human Services a child may be removed from Wesley K.I.D.S. preschool.

Any appropriate law enforcement (DCS or state law enforcement) may take a child into protective custody without the consent of the parent or other responsible person for such child, if the officer has reasonable cause to believe that there exists an imminent danger to the child's life or health.

Child's Name:

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DCS Case Worker:

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Signature:

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Law Enforcement Officer:

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Signature: \_\_\_\_\_

Staff Person: \_\_\_\_\_

On Site Person in Charge: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_