

**ATTENTION ALL CWC PATRONS
THE REGIONAL CHILD DEVELOPMENT/(CWC) PROGRAM'S
PROCEDURES FOR REPORTING CHILD ABUSE**

Please read the following information before signing. If you have any questions regarding the procedures, please speak to the CWC Representative. This form will be updated 1 year from date of signature.

Reporting Child Abuse

Cases of child abuse/neglect are frequently identified in the childcare setting. The suspicion or identification of child maltreatment or abuse carries significant responsibilities for program personnel. Our staff members are required by law and regulations to report observed marks, injuries, or unusual behaviors to Child Protective Services / Family Advocacy. The staff has no choice and no discretion in this matter. It is the responsibility of the investigating agency to examine the child, contact the parents and determine what course of action should be taken. Strict confidentiality is enforced on the part of child development staff.

We ask you to be understanding of our role in this process. Not only must we report all cases, but we would rather report a case and have it turn out to be unfounded than to hesitate and allow a truly abusive situation to continue. To avoid any confusion or misunderstanding, be sure to point out to the staff any existing cuts, bruises, bumps, or injuries when your child first arrives to the center. The Child development Center has taken several attempts to protect children from abuse and neglect.

If parents suspect any child abuse or neglect in any of the child development programs, report it immediately to the manager. All suspected cases of child abuse and neglect are reported to the Family Advocacy Representative promptly and within 24 hours. There is a Department of Defense national hotline for individuals to report suspected child abuse or safety violations at military Child Development Centers or Family Home Care homes.

The hotline number is 1-800-336-4592

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| _____ Sponsor's Signature | _____ Date Signed |
| _____ Parent/Guardian Signature | _____ Date Signed |
| _____ CWC Representative Signature | _____ Date Signed |
| _____ Program Supervisor's Signature | _____ Date Signed |