

Andrews University Andrews University
Summer Camp Children's Learning Center
Professional Character Clearance for Staff

Please initial before each statement.

_____ I have never been convicted of a crime other than a minor traffic violation.

If you have, please explain: _____

_____ I have not had a substantiated abuse or neglect of children and adults.

If you have, please explain: _____

_____ I swear that I will never abuse, neglect, or molest any child or minor under my care.

_____ I understand and agree that if I suspect of any child abuse and/or neglect, I will immediately report this to the child care authorities.

_____ 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 (see reverse).

_____ I know that caregivers are mandated by law to report abuse and neglect.

I, _____, hereby give permission to the Andrews University Summer Camp / The Crayon Box to verify information given to the center on application for employment and to hereby release the Crayon Box, Michigan State Police and their assigns or successors from all liability or claims and authorize the Michigan State Police to release to my employers my conviction criminal history information.

My address is _____

My Driver's License # is _____ State of _____

My Social Security # is _____

My date of birth is _____ Sex _____ Race _____

My AU ID # is _____

The Andrews University Summer Camp / The Crayon Box agrees to use the information from the Michigan State Police to verify information on my application for employment, statements I have made in regard to my employment, and for any determination into my good moral character. The Andrews University Summer Camp / The Crayon Box further agrees that this information will not be released without my written permission unless the employer is required or is authorized by federal or state statute or administrative rule to disclose this information.

Date signed ____/____/20____, in Berrien Springs, Michigan by _____
Employee's Signature

The Andrews University Summer Camp / The Crayon Box Policy on Abuse and Neglect.

All employees and volunteers (including minors) of a child care centers are mandated reporters. Under the Child Protection Law, center employees and volunteers must contact Children's Protective Services

(CPS) **immediately** when they suspect child abuse and/or neglect. The immediate verbal report must be made to Centralized Intake by calling (855) 444-3911. The verbal report must be followed by a written report.

The written report must be submitted within 72 hours. DHHS encourages the use of the Report of Suspected or Actual Child Abuse or Neglect (DHS-3200) form which includes all the information required by the law. The written report may be faxed to (616) 977-1154 or (616) 977-1158 or emailed to DHS-CPS-CIGroup@michigan.gov. Reporting the situation to administration or other staff person does not relieve the center employee or volunteer of their mandated responsibility to report to CPS.

When child abuse and/or neglect is suspected, the center employee or volunteer needs to **only** obtain enough information to make a report. If a child starts disclosing information regarding abuse and/or neglect, the center employee/volunteer must ask **only** open-ended questions, if necessary, to determine whether a report needs to be made to CPS.

The child must not be led during the conversation. The center employee/volunteer must not attempt to conduct their own investigation either before reporting it to CPS or during the CPS investigation.

All staff and volunteers shall provide appropriate care and supervision of children at all times. All staff and volunteers shall act in a manner that is conducive to the welfare of children. All supervised volunteers shall receive a public sex offender registry (PSOR) clearance before having any contact with a child in care, including volunteers who are parents of a child in care. A copy of this clearance must be kept on file at the center. Any individual registered on the public sex offender registry (PSOR) is prohibited from having contact with any child in care,

It is the policy of the Crayon Box Andrews University Children's Learning Center to receive a public sex offender registry (PSOR) clearance for all volunteers, including parents with access to other children, before having any contact with a child in care.

The Andrews University Summer Camp / The Crayon Box requires a comprehensive background check on its employees and unsupervised volunteers. For an individual who is determined ineligible by the department, The Andrews University Summer Camp / The Crayon Box shall immediately do all of the following: (a) Prohibit the individual from being on the premises of the child care center. (b) Prohibit the individual from having any contact with children in care.