

HENNEPIN COUNTY
HUMAN SERVICES AND PUBLIC HEALTH DEPARTMENT
CHILD CARE LICENSING
CHILD ABUSE REPORTING POLICY AND COMPLAINT POLICY FOR PARENTS

These policies and procedures must be presented to the parents of all children at the time of enrollment in the child care program and be made available upon request according to Minnesota Statutes Section 245A.145, Subd. 1 and Subd. 2.

CHILD ABUSE AND NEGLECT REPORTING POLICY

Purpose: The reporting of suspected child abuse and neglect is a professional and legal obligation for child care providers. Minnesota state law requires that I, and any of my helpers or employees, report any form of physical, sexual, or emotional abuse or neglect of any child in my care.

Authority: Minnesota Statutes Section 245A.145, Subd. 1 and Minnesota Rule 9502.0375

Policy: When I, or any of my helpers or employees, know or have reason to believe or suspect maltreatment has occurred, I, or my helper or employee, will make an immediate report. Immediately means as soon as possible, but no longer than 24 hours in any circumstance. The report will be made to the following agencies:

- **If there is immediate danger**, local law enforcement (city police or county sheriff) by calling 911.
- **If there is not immediate danger**, Hennepin County Child Protection Intake at (612) 348-3552.

In addition, I, or my helper or employee, will also report the incident to Hennepin County Child Care Licensing at (612) 348-3883.

Any person picking up a child in an impaired condition (under the influence of alcohol or drugs) will be encouraged to allow me to find alternate transportation. I cannot legally withhold a child from a parent or legal guardian; however, I will not hesitate to call the police if I feel a child is in jeopardy.

POLICY FOR COMPLAINTS ABOUT THE OPERATION OF A CHILD CARE HOME

Purpose: Communication between parents and child care providers is essential for children to receive consistent, nurturing care. I want to be sure that we can openly share any concerns or questions that may arise.

Authority: Minnesota Statutes Section 245A.145, Subd. 1

Policy: I welcome questions, feedback, or discussion of any kind that affect a positive outcome for the child. If you have a concern about my child care home, please follow this procedure:

- Let me know, in person or by phone, when you have a concern, and we can arrange a time to talk if I am not able to do so immediately.
- If concerns cannot be satisfactorily resolved between us, or if you prefer to contact the child care licensing agency or child protection, you may call the following phone numbers:
 1. Contact the Hennepin County Child Care Licensing coverage line at (612) 348-3883 to discuss your concerns.
 2. Report suspected maltreatment to Hennepin County Child Protection at (612) 348-3552.

Name of Licensed Provider or Home Name

Date

I have reviewed the child abuse reporting policy and complaint policy described above.

Parent Signature

Date