



**Elkhart & St. Joseph Counties Head Start Consortium**  
**Child Abuse Reporting Form**

Fill in every blank completely & email to Head Start Office immediately after calling in a report.  
Email to: [CPS@headstartesj.com](mailto:CPS@headstartesj.com)

**Reporting Numbers for Division of Family and Children/CPS**

**1-800-800-5556**

Manager/Transportation/Principal signature: \_\_\_\_\_

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date Received/Approved

<b>Child's Name:</b>	<b>Birthday:</b>
<b>Head Start Center:</b>	<b>Room #:</b> <b>Date:</b>
<b>Referral Made by (Name):</b>	<b>Position:</b>

TIME: \_\_\_\_\_

**REASON FOR REPORT:** \_\_\_\_\_

**OTHER PERTINENT INFORMATION: (HEALTH CONSIDERATION, SOCIAL, SERVICE, IMPLICATIONS, ETC.)**

**TIME THE WAS CALL WAS MADE TO CPS:** \_\_\_\_\_

**ACTION TAKEN:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Submitted

DCS PERSON YOU SPOKE TO: \_\_\_\_\_

HEAD START OFFICIAL(S) NOTIFIED (i.e., Principal, Manager, Executive Director): \_\_\_\_\_

PARENTS' NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER(s): \_\_\_\_\_

**Procedures for reporting child abuse and neglect:**

1. You must make a phone call, then inform the building principal, and then your manager.
2. Any staff member who observes an injury to a child which they suspect was not caused by accidental means, **MUST IMMEDIATELY** call the Division of Family and Children/Child Protective Services (DFC/CPS).
3. If Law Enforcement **MUST** be called you need to contact Dr. Kathy Guajardo immediately prior to making that call to Law Enforcement to inform her of the severity of the situation.
4. The reporting staff must complete the Child Abuse Reporting form and email it to the Head Start office, [CPS@headstartesj.com](mailto:CPS@headstartesj.com) immediately. If any follow-up information is needed by DFC/CPS, this record keeping will aid the effort. The first notified Manager must call and provide all information to the Operations Manager for further actions.
5. If you suspect a child is suffering from neglect, notify your Head Start manager immediately.