



White Pine Wilderness Academy
Family Guidebook
Summer 2024

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Hello, **SUMMER!**

Hi friends! Welcome to White Pine's exciting Summer Camp season! I am Amee Waltman, and I am the Youth Programs Director for White Pine.

As Indianapolis' first Forest School, we've created a very unique camp experience for your kid. Whether your kid is registered for one or several of our weekly camps, we're confident they'll have the best time ever. The curriculum for each one of our camps has been thoughtfully created by our experienced instructors, based on our year-round 8-shields model. We can't wait for your kiddo to experience all the fun activities, games, and skills we have planned!

We've put together this helpful Guidebook to help you navigate the ins and outs of our policies and procedures. If you have any questions, please don't hesitate to reach out to me through my email. I'll be your main point of contact through your child's summer experience with us.



STAY WILD!

Kindly,

Amee Waltman

Youth Programs Director

White Pine Wilderness Academy

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ENROLLMENT & CAMP COSTS

Camp Enrollment

Registration is through CampSite, our registration platform. Payment is due in full at the time of registration. About one week before camp, you will receive an email with details on the camp you have registered for.

Costs

All camps run from 9am-4pm, Monday through Friday, for \$485, excluding our Tree Frog (ages 4-6) camps, which run from 9am-3pm, Monday through Friday, for \$435.

Forms and Waivers

The Registration Forms, Release and Acknowledgment of Risk Form, Consent Forms, and Medical Forms are all required even if your child has been enrolled with us during the school year. These are filled out during the registration process.

Accommodations

White Pine Wilderness Academy aims to offer inclusive programs that meet the emotional, developmental, and physical needs of all our students. Should children require specific accommodations, we will work with your family to the best of our ability to determine if we have the resources to provide the level of care that ensures a high-quality experience for your child.

Missed Camp

We cannot give refunds or credits for sick days or those that are voluntarily missed (e.g., vacation, missed class). If you feel you have a unique situation, please email your Summer Camp Director.

Camp tuition is non-refundable unless canceled by White Pine Wilderness Academy per the conditions above.

Late to Class and Absences

If you anticipate arriving more than 10 minutes late or your child will be absent from camp, please notify White Pine by calling 317-774-6360.

While we know traffic and other unforeseen obstacles may impact pick up arrival times, we appreciate our parents/caregivers honoring the scheduled end time of camp.

Waitlist

Enrollments that exceed the session capacity are put on the Waitlist. You will receive an email from us if this situation happens. As spots become available in the session, parents with students on the waitlist may be contacted for the opportunity to enroll.

CANCELLATIONS AND WITHDRAWALS

Camp Cancellations

In the event of severe weather, extreme heat, or other unforeseen issues, camp cancellation or early pickup may be required. Cancellation announcements will be made through text and email.

Please see our Health & Sanitation Policy for weather-related class cancellation thresholds.

Withdrawal

Summer camp tuition is nonrefundable after March 1, 2024, as the tuition goes towards teacher preparation time, administration, and materials costs.

You are welcome to withdraw at any time before or during camp; however, we do not offer refunds. If you would like to swap your camp week to another week, please email your Summer Camp Director, though there is no guarantee of availability.

ABOUT WHITE PINE

White Pine Wilderness Academy, founded in 2014, is a traditional technologies school at its core. Children who attend our programs will form a deep connection to nature and their community by learning wilderness survival by the philosophies, traditions, and crafts from many of the ancient cultures that created and honed these skills and traditions.

Location

Our home campus, since 2014, is located in Rocky Ripple. This quiet neighborhood, tucked in between the Indianapolis Canal and the Wapahani River, is loved by many for its peace and quiet. Here, we explore the beautiful woods and shorelines of the river to connect ourselves to nature.

Organizational Structure: North and South Teams

The North team is composed of the following staff involved in administrative roles at White Pine.

- Founder and Executive Director: Matt Shull
- Youth Programs Director: Ameer Waltman
- Course Director: Jack Pain
- Shikari Integrator: Nate Garvey
- Support Assistant: Katie Glass

There will always be at least one North Team member on duty during Summer Camp. The North team is in charge of managing the majority of communications and inquiries with the public. The North team will provide additional support when needed for any disciplinary, medical, logistical or program concerns.

The South team is composed of Lead Instructors and Assistant Instructors involved in program delivery and instructional roles at White Pine. The South team is in charge of preparation of all materials, curriculum, and program structure for the day. All Lead Instructors have at least a year of teaching experience and have demonstrated their aptitude in the 4 Baseline Shields.



OUR CONNECTION TO TRADITION

The direction we take is one of a traditionally ancestral approach to nature connection. We teach skills, honor history and tell stories from Indigenous cultures the world over. Some of these lessons have a specific lineage, while some do not. Each story, tradition or skill has different protocols and prohibitions depending on the degree of our connection to the story.

Our teachers utilize an experience and research-driven model that brings together three lineages of: Primitive Archaeology, Shikari practice, and the 8 Shields Nature Connection model to guide children in finding their place, both in community and in the natural world.

Primitive Technology

The Society of Primitive Technology was conceived in 1989 by Dr. Errett Callahan to (1) promote the practice and teaching of primitive skills, (2) foster communication between teachers and practitioners, and (3) set standards for authenticity, ethics, and quality.

Though the Board disbanded in 2013 and Dr. Callahan has recently passed away, we honor our Elders and our Lineage through the practice of Primitive Technology. We do this by not just teaching the skills but by linking them whenever possible to the traditional cultures from which they came. Read more here:

http://www.hollowtop.com/spt_html/spt.html

Shikari

The Shikari Lineage of Trackers from the jungles of India is closely linked to our school. The stories and skills of the Shikari were passed down directly to White Pine's founder Matt Shull from his Grandfather Ernie Shull, who spent 20 years as a Shikari in India. Ernie and his wife Louis were both lifelong educators and Ambassadors of the natural world. It is through our Shikari educational model that we nurture growth and sustainability in our Fire Keepers, Village Keepers and Career Instructors.

8 Shields

The 8 Shields Lineage began at The Tracker School founded by Tom Brown Jr. and was further developed by Jon Young at Wilderness Awareness School. White Pine is grateful for decades of mentoring from these Elders. We find great meaning in this nature connection model and have been able to develop an expression that fits our programs, staff, and families.

The Peacemaker story from the Haudenosaunee Confederacy came to the 8 Shields Lineage through the work of Chief Jake Swamp. The story of the Peacemaker is a beautiful saga of how five nations came to form a peace that lasted for generations. This story influenced the United States through the forming of its constitution, the symbology of its national bird with arrows in the talons as well as the decision to headquarter the United Nations on the Haudenosaunee's homeland. Because of the cultural significance of these stories, we take great care to follow all of the protocols and prohibitions in which Chief Jake Swamp mentored us.

Elders

At times we are honored to host Elders from Native American, African, Asian, and European traditions. We believe that the Inner Tracking framework (Connection to; Place, Community, Self, Ancestry and Indigenous To Place) that we have established allows us to present culture in a way that is respectful, accurate and impactful.

Regenerative Community Design

Under the guidance of Elders and in the spirit of experimentation, White Pine is moving forward into relatively uncharted territory. We would like to welcome you into our Regenerative Community Design. Please inquire about additional info regarding any of our existing programs and pass the word along so we can strengthen our Vision for the Future Generations.

VOLUNTEERING AT SUMMER CAMP

Fire Keepers

You may notice teens taking the lead and engaging with students during your child's class. These are our trained Fire Keepers. White Pine students (ages 13+) who desire to take a leadership role can apply to be in the Fire Keeper program. Fire Keepers are expected to assist Lead Instructors in an apprenticeship capacity and manage students. Fire Keepers are still students and must sign in and out with the same procedures as all other youth. Our Fire Keepers are enrolled in a multi-year leadership development program. If you see a Fire Keeper, please thank them for their leadership with your child and cheer them on! They are invaluable to our community. If your teen is interested in learning to mentor as a Fire Keeper, read more at www.whitepinewilderness.org/firekeepers or pickup an application at campus.

Parent/Family Village Keepers

You may also notice some campers' family members staying all day during camp. Family volunteers are welcome and encouraged at White Pine in the role of Village Keeper. Village Keepers will assist a Lead Instructor with a group of 10 students for the day. Please arrive no later than the start of drop-off and plan on staying to the end of pick-up. During Summer Camp, the ideal time spent is the full week, but we are willing to make considerations based on individual circumstance. All individuals regardless of relationship to students will need to pass a background check prior to volunteering. Please contact us if you are interested in this opportunity. Come spend the week with your kid, get dirty, and have tons of fun!

Village Council

You may also notice other adults at your kid's camp, that seem to be wandering around, knowing what they're doing. Our year-round forest school has a dedicated, passionate group of parents and community members that volunteer regularly to support the school through miscellaneous projects; they are called the Village Council. These trusted adults can be found acquiring/delivering supplies, grounds caretaking, and setup/teardown. Village Council members will NOT attend a full day of camp, and will not lead or teach any campers.

RULES AND EXPECTATIONS

As with any program, White Pine Wilderness Academy implements rules of respect and safety. In terms of behavior, we do not tolerate bullying, shaming, name-calling, or any unwelcome physical touch.

Our Five Agreements

White Pine Wilderness Academy is a secular school with students and staff from many cultural and religious backgrounds. There is no belief system that is required to attend. All campers and staff are expected to understand and follow our Five Agreements:

1. Respect the Circle
2. Respect Others
3. Respect Yourself
4. Respect Life
5. Be a Caretaker

All staff regularly remind, reinforce, and redirect student behavior as part of normal baseline instruction at White Pine.

Rules related to safety are described in more detail in our Risk Management section.

We understand children are still developing self-regulation skills and we will do our best to support them during this time; however, if a child's behavior continually compromises their safety and/or wellbeing and those of others, White Pine reserves the right to disenroll the child from camp. Disenrollment due to unsafe behavior will be a last resort, and we will do our best to work with the child's caregivers to develop solutions.

We also set strict expectations for our teachers and hold ourselves accountable to the same respect and safety rules. Teachers are expected to use growth mindset language (e.g., say "you worked really hard on that!" instead of, "good job!") and to prioritize consent (e.g., "may I help you over the log by lifting you up?"). In addition, teachers are expected to model the same respectful behavior as they require from their students.

Positive Discipline and Natural Consequences

Even in the best of circumstances, sometimes behavior will require intervention. If the child is exhibiting behaviors that are dangerous or hurtful to others, or breaking our Five Agreements, the child is pulled aside to a safe place and placed under the supervision of a North Team member, while the victim and rest of the group is cared for by the South Team.

Consequences for the camper who broke an agreement can range widely depending on the agreement broken and the severity of the harm done. Most behavioral problems will result in a revocation of privilege and/or isolation from the camper group for a period of time. This is necessary for the camper who broke an agreement to accept and understand the consequences of adverse behavior. They will be welcomed back into the group by the victim, when they are ready.

If unsafe or hurtful behavior, like bullying, persists despite multiple attempts to resolve the issue, teachers will notify parents and the camper may be asked to leave for the remainder of the day. Teachers will try to develop solutions with the parents.

In extreme cases, if behavior cannot be corrected, it may be decided that forest school may not be the best fit for the child at this time, and campers may not be permitted to return to White Pine.

LOCATION

Rocky Ripple

841 W. 53rd Street, Indianapolis, IN 46208

Please enter by turning North on Sunny Meade Lane from 52nd Street. Please exit by turning right on 53rd.

Parents do not need to exit their vehicles for morning drop off or afternoon pickup. If you have any questions for staff, need to check the Lost and Found, would like to purchase some merch, or would like to check out our lending library, please park in our 53rd Street parking lot.



WHAT TO BRING

Gear

Campers must come properly equipped for the anticipated weather conditions of the day. This includes insulating layers, durable rain gear and waterproof boots for rainy days. Campers not properly equipped may not be permitted to attend at the discretion of White Pine staff.

Here is a list of suggested gear for your child's time in Summer Camp. Please know that all of the information below is a guideline for gear. Our years of work with the children and being outdoors have provided some insight as to what works well in our opinion, however, we will work with whatever you provide and will make it work as needed.

Required

- » Durable backpack, with multiple pockets and a place for a waterbottle
- » 1+ carabiner, attached to backpack to hang on a rope in the field
- » 1-2 filled water bottles (at least 32+ oz each)
- » 1 camp mug
- » Planetbox Rover stainless steel lunchbox (or similar durable lunchbox)
- » Packed lunch (no refrigeration, boiling water, or microwave requirements)
- » 2 healthy snacks (no refrigeration, boiling water, or microwave requirements)
- » Change of clothes - 2 sets
- » Plastic bags to transport soiled clothes
- » Sport Sandals with an ankle strap, that allows feet to breathe and get wet

Optional

- » Sunscreen or Bug Spray (White Pine staff will not reapply these products to campers)
- » Hunter Boots (Much higher quality than standard rain boots, and great for muddy days)
- » Sun hat
- » Waterproof light jacket with a hood

Snacks and Lunch

Please pack hearty snacks and lunch for your child. If your child has a severe allergy, please make note in your registration form.

Technology

Smart phones, smart watches, and any other screen would be best left at home. If they do bring technology to camp, they must be kept in your child's backpack at all times.

Labeling Items

Please send ALL items labeled with your child's name. We want all of your child's belongings to return safely each day.

HEALTH & SANITATION POLICY

Illness

To reduce incidents of illness, please keep your child at home if a fever is present (100.4°F or higher), has a persistent cough, has vomited or had diarrhea within the last 24-hours or if the child has open sores associated with Hand, Foot, and Mouth Disease. Children must be fever free for 24-hours before coming to camp. We trust your judgment on keeping your child home should they be exhibiting COVID-like symptoms, including headache, lethargy, and body aches.

Water

Please have your child bring two filled reusable water bottles in their backpack each day.

Sunscreen or Bug Spray

If sunscreen or bug spray is sent with your child, White Pine staff will not reapply halfway through the day.

Handwashing

We will regularly conduct group handwashing sessions before eating snacks and lunch. Staff will also encourage handwashing after using the restroom.

Toilets

All participants must be able to independently use the toilet during summer camps. Staff may assist younger children if needed.

Our main campus has indoor restrooms that are available to our campers when close-by. If out in the field, we also offer children the chance to urinate outside near a designated tree/bush at least 100 ft from water and in an adequately private area.

Comfort

We will be outside in all weather, so please ensure your child is prepared. Please let us know if you need assistance with acquiring appropriate gear for your child.

Teachers will be mindful of temperature and precipitation, as well as of the physical and emotional state of the children. A tarp may be used in the event of hail or heavy downpours in the field.

RISK MANAGEMENT

Our outdoor sites are evaluated often for possible hazards including but not limited to: heavy, dead, overhanging branches; damaged trees; high or dangerous water; and, evidence of human disturbance (trash, vandalism, etc.). Elements of the site that are deemed hazardous will be mitigated through removal, avoidance, or cancellation of class if needed.

Student Medications

Emergency medication such as epinephrine injectors and rescue inhalers must be kept by the student they are prescribed to. Students must be able to use these medications on their own, or with the assistance of a trained and first aid certified staff member. For other medications, arrangements will need to be made with the White Pine Leadership team and Instructors on a student-by-student basis.

Climbing

Children are permitted to climb no higher than 20' from ground level and must be able to reach that height by themselves (teachers will not lift them up to a place that they cannot reach themselves).

Exploring

Site boundaries are clearly communicated to the students before and during each class. This means that children are always directly in sight of a teacher. Teachers are responsible for ensuring that children do not accidentally stray from the group. Students who deliberately run from or leave the group after a maximum of two "warnings" will be asked to withdraw for safety reasons (a "warning" consists of

sitting down with the student and working to understand the root of the flight behavior). Teachers will work with the student to develop ways to mitigate the flight behavior, including incorporating caregivers into the discussion.

Harmful Insects and Toxic Plants

Stings: If a child is stung by an insect, an injury report will be filed, and the sting area will be treated with plantain. If an allergic reaction occurs, we will then administer modern industry standards like Children's Benadryl or another approved antihistamine. If a child is stung on the neck, face, or head, they will be sent home as soon as possible due to the higher risk of reaction in that area.

Ticks: Unfortunately, like much of the Midwest, there are ticks (including deer ticks which can potentially carry Lyme disease) in Indianapolis. We strongly suggest that families become familiar with guidelines recommended by public health authorities for prevention, monitoring, and when to seek medical attentions not only for ticks but other biting insects: <https://www.in.gov/health/idepd/zoonotic-and-vectorborne-epidemiology-entomology/zoonotic-diseases/lyme-disease/>

Poison Ivy: Instructors and students train in our herbalism and foraging guilds, forming close relationships with all of our local toxic and nontoxic plants. We regularly warn our campers about exposure to poison ivy, an abundant, native plant in Indiana. We inspect our teaching areas for hazardous plants, including poison ivy, regularly and warn our campers about exposure. If a child is exposed to poison ivy, the skin will be treated with jewelweed. Purdue Extension also provides information on poison ivy: <https://www.extension.purdue.edu/extmedia/ho/ho-218-w.pdf>

Wild Edibles

Teachers will explore some basic, easily identifiable wild edibles with children (huckleberries, blackberries, and western salsify, for example). As part of this exploration, children are taught to never eat anything from nature without permission from an adult.

Fire

Fire is an integral part of the White Pine curriculum. Safety around fire includes several rules. With few exceptions, fuel or other items placed in the fire stay in the fire. Thick pants such as Carhartt jeans or bibs and closed toed shoes can reduce risk around fire, but are not required.

Tools and Knives

Tool usage is also integral to the White Pine curriculum. All students wishing to utilize a tool must receive specific instruction and approval before usage is permitted. Knives used for carving are only allowed once a safety test has been mastered. Students misusing tools and knives will receive coaching or lose privileges depending on the severity of the safety breach.

The Wapahani (White) River

Visits to the Wapahani River can be a daily part of the White Pine day. Our policy is one patrol (10 students, 1 instructor and 1 assistant) per class at the river at a time; there are no large groups or whole class trips to the river. Students are not permitted in or near the river when it is above normal flow due to health and safety concerns. Due to the hydrology of this urban river, entry into the river is only permitted during low flows. When students are allowed in the river, White Pine policy is to allow students to wade or sit with footwear, in water no deeper than the student's knees. Splashing and water fighting are also not permitted because of the risk of water entering a student's eyes, mouth, and nose. Life Jackets are required for all students boarding watercraft such as canoes, kayaks, and paddleboards. Instructors and leadership make very conservative judgment calls on allowing any river activity.

Safe Places and Pick-ups

White Pine has several volunteers, elders, and instructors that live within several blocks of the White Pine campus. In the unlikely event of a hostile Human Factor or unanticipated Severe Weather, White Pine staff are trained and instructed to move their students to one of these off-campus safe places to seek shelter until the threat has dissipated.

Field Point Archery

All White Pine staff teaching or supervising archery activities with field points and bows exceeding 25 pounds of pull are Certified Level 1 Archery Coaches from USA Archery.

Foam Arrow Wars

Foam Arrow Wars is an archery tag game where students utilize low-poundage bows (less than 25 pounds of pull) and foam-tipped arrows. All participants must wear full face mask protection when playing Foam Arrow Wars. Headshots and close range shots are not permitted. Students and staff regularly inspect equipment for damage.

Severe Weather

When severe weather is forecasted, excursions beyond the immediate vicinity of the White Pine campus are curtailed. White Pine staff make conservative judgment calls on permitting excursion activities with the threat of severe weather.

Camper's Wellbeing

White Pine Wilderness Academy reserves the right to cancel camp at the discretion of the teachers should they determine that the wellbeing of their campers is compromised for any reason.

INCLEMENT WEATHER

The Course Director will evaluate the forecasted weather conditions at least one hour prior to class and will cancel programs should they prove hazardous. Cancellation announcements will be made via text and email.

Extreme Heat

At a minimum, early pickup will be required 90-minutes after the temperature reaches 99 degrees Fahrenheit. For example, if the temperature reaches 99 degrees at noon, pickup will be moved to 90 minutes later.

Please note that pickups may be required earlier based on teacher evaluations of each student's wellbeing. Notifications for early pickup will be done through a phone call.

Lightning

If lightning is predicted in the forecast, families must be ready to pick up their camper early. If we receive a notification of lightning strikes within 30 miles of our camp location, families will be called to pick up their children

Please note, the safest place to shelter during a lightning storm is in a building that contains electrical outlets and is therefore grounded, such as a restroom facility. Covered pavilions are not considered safe as shelter areas during lightning storms, which is why we do not shelter there.

EMERGENCY ACTION PLAN

All White Pine staff must maintain a current CPR and First Aid training, or more advanced training such as Wilderness First Aid or Wilderness First Responder. Regular training and refreshers on the White Pine EAP (Emergency Action Plan) will be

conducted during Staff Meetings. All Staff are responsible for knowing and following emergency procedures.

Emergency Action Plan

Our EAP follows a progressive coded system that rates the severity of the incident. Responses range from treat and release, back-up assistance or emergency response. Parents/guardians will be notified any time it is determined that assistance is needed. Full Copies of the EAP are available to parents upon request.

Scenarios

All Lead Instructors are trained to respond to the following possible EAP scenarios: First Aid, Storms, Missing Camper, Aggressive Camper, Human Factors, and River Rescue.

Communication

All White Pine instructors and leadership staff carry two communication devices (two-way radio with 1.5 mile range) and a cell phone when leading groups away from the immediate vicinity of the White Pine campus.

Accidents/Injuries

EAP protocol is followed in any accident or injury incident.

Tornado

Staff have been trained in severe weather and tornado drill protocols. We use our cinder block permanent structure as shelter in the event of a severe weather warning.

EpiPen/Inhaler

If a student utilizes these medications then they will remain with the student throughout the school day. Staff will be informed and will assist with administration as needed. White Pine Course Directors are authorized to carry one, emergency Epinephrine that they are specifically trained to deliver.

First Aid Kits

There are substantial First Aid supplies located on White Pine's campus. All instructors carry Field First Aid Kits when leaving the campus for other outdoor spaces during excursions.

OTHER POLICIES

Background Checks

Any individual who applies to work or volunteer within any White Pine Wilderness Academy youth program must undergo a criminal background check. If an individual's background check reflects certain criminal record information for a current or prospective employee, White Pine may deny or terminate an employee's or volunteer's involvement. Prospective employees are required to complete background check authorization forms and show proper identification prior to their start date. White Pine reserves the right to recheck background information for an employee/volunteer at any time during the employee/volunteer's time with White Pine.

A person's background check information is kept strictly confidential. In the event that an employee has criminal record information reflected on his or her background check, the employee will be informed of the finding and provided with a copy of the report.

Drug and Alcohol Policy

White Pine Wilderness Academy prohibits the use, influence, possession, sale, purchase, or distribution of any controlled substance or illegal drug by any employee during work hours. Use of or being under the influence of alcohol is prohibited when staff and volunteers are in direct supervision of youth. The illegal use of prescription drugs is also prohibited. Use of tobacco is not permitted inside any White Pine vehicle, building, or facility.

Non-Discrimination Policy

White Pine Wilderness Academy is an Equal Employment Opportunity employer, committed to providing a discrimination and harassment-free workplace. It is White Pine Wilderness Academy's policy and practice to ensure that all terms of employment, including application for employment, hiring, promotion and/or advancement opportunities, compensation, training, termination, and any other terms, conditions or privileges of employment are provided without regard to race, color, national origin, citizenship, age, religion, gender and gender identity (including pregnancy), sexual orientation, protected genetic information, veteran status, disability, or any other characteristic protected by law.

As an Equal Opportunity employer, we prohibit discrimination against or harassment of employees based upon any protected class, including race, color, national origin, citizenship, age, religion, gender, sexual orientation, protected genetic information, disability, or any other characteristic protected by law. Discrimination or harassment, in any form, on the basis of an employee's protected class status, is against the law and violates the policies of White Pine.

If you experience or witness harassment or discrimination in the workplace or otherwise become aware of it, report it immediately (orally or in writing) to a member of the North Team.

It is unlawful and against our policy to retaliate against individuals who complain of harassment or discrimination or to retaliate against those who cooperate with, or participate or assist in, an investigation of harassment or discrimination. You can raise concerns and make reports of harassment or discrimination without fear of reprisal or retaliation.

All reports of discrimination, harassment or retaliation will be investigated. If White Pine Wilderness Academy determines that prohibited discrimination, harassment or retaliation has occurred, appropriate corrective and/or disciplinary action will be taken. Any employee who has participated in prohibited discrimination, harassment or retaliation will be subject to appropriate disciplinary action, up to and including termination of employment.

Child Abuse and Neglect Reporting Policy

Besides being illegal, child abuse and neglect interfere with healthy child development and later achievement in life. State requirements may differ, but states in which reporting suspected abuse is mandatory usually include child care personnel. Child care staff and parents should be aware of reporting requirements and procedures for handling reports of child abuse and neglect. Information on where to call and how to report abuse and neglect should be posted so it is readily available to parents and staff. All observations or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services hotline: 1-800-800-5556, no matter where the abuse might have occurred.

Any member of the White Pine Team will call to report suspected abuse or neglect. All staff involved in the reported incident will follow the direction of Child Protective Services regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse, staff will follow the guidance of Child Protective Services regarding notification of the child's parent or legal guardian. Reporters of suspected child abuse will not be discharged for making a report, unless it is proven that a false report was knowingly made.

Signs of suspected child abuse or neglect will be recorded as a Code Black incident in accordance with the White Pine EAP.

If a staff member is suspected of abuse, parents or legal guardians of suspected abused children will be notified by the North Team immediately after contact with Child Protective Services is made.

Parents or legal guardians of other children in the program will be contacted by the North Team within 24 hours of contact with Child Protective Services, so that they may share any concerns they have.

Staff who are accused of child abuse may be suspended or given leave without pay, pending investigation of the accusation. Such staff may also be removed from the classroom and given a job that does not require interaction with children. However,

no accusation or affirmation of guilt will be made until the Child Protective Services investigation is complete.

Staff found guilty of child abuse will be immediately dismissed. When this policy applies: whenever any staff member has reason to suspect that any child on the premises of this child care facility may have been abused or neglected by anyone.

Annually all staff are required to complete a Child Safety and Abuse Prevention training. This measure is to ensure that our staff are highly equipped to protect the youth that attend our programs, be mindful of signs of abuse and/or neglect, and with knowledge of the appropriate trails to report.