



TOWN OF MILLS RIVER
INDEPENDENT CONTRACT INSTRUCTOR HANDBOOK

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OVERVIEW

Department Mission

To provide quality recreational facilities, parks, and programs, which are safe, diverse, and enriching to the Mills River community.

Department Vision

Our vision is to make Mills River a happier, healthier, and greener community through programs and places.

Department Core Values

Health and Wellness – We strive to provide the people of Mills River with opportunities to work on both their mental and physical health.

Conservation and Stewardship– We are committed to preserving, protecting, and enhancing our Natural Resources through education, conservation, and sustainable practices.

Safety – We work to provide safe and well-maintained spaces.

Accessibility and Inclusion – We ensure that everyone has access to high-quality parks and recreational opportunities.

Responsibility – We value efficient and effective management of our assets and good stewardship of our tax dollars.

We appreciate your interest in becoming an independent contract instructor with the Town of Mills River! We are excited about the possibility of working together to reach our common goals and to serve the community.

Professional Conduct

Please keep in mind that as an Independent Contract Instructor, you are contracting services with the Town of Mills River. You should strive to conduct yourself in a professional manner at all times. Always be mindful of the safety of participants, appropriate dress, and respectful speech. When you "no show" to a class or begin a class late, this can deter participants from your program. Please be mindful of your class start and ending time.

GENERAL INFORMATION

How to Become an Independent Contract Instructor

The Town of Mills River utilizes independent contract instructors to provide recreational services to our community. Programs may be designed for all age groups and ability levels, and we are always open to new and creative ideas. Our goal is to offer a variety of classes, camps, workshops, and programs, throughout the year. Programs are offered year-round with varying dates and times based on availability.

Prospective instructors may submit a Program Proposal Form to the Town in person at Town Hall or online. The Town of Mills River does not guarantee that every proposal will be accepted.

The program proposal forms can be found in the forms section of this handbook, or online at millsriver.org.

Interview & Reference Check

Qualified instructor candidates will be contacted for an interview once their proposal has been reviewed. Town policies, procedures, and expectations will be discussed.

Recreation Course Description & Details

Instructors are responsible for providing the description for online publications. Please limit course description to 75 words or less. Please include a brief summary, special instructions, material fees, and required supplies. The Town reserves the right to edit descriptions. Please include the minimum and maximum number of students you are willing to accept. It is the Town's goal to limit the number of canceled classes, and we reserve the right to not offer classes that have the minimum number of participants set too high. The minimum for the first-time classes should be set low (e.g. 3-5 people) in order to establish class reputation.

Class Dates, Days, & Times

Please include any alternate dates, days, and times, that you would like to offer your class. The more flexible you are with days and times, the more likely the Town of Mills River will be able to offer your class. Priority may be given to ongoing and returning instructors. Due to limited space, classes can be booked back-to-back, so if additional time is needed for instructors to set-up or teardown, the additional time must be requested in the proposal.

Holidays (2023)

The Town of Mills River follows the [State Government of North Carolina Holiday Calendar](#). Classes will not be offered on Holidays.

PREREQUISITE REQUIREMENTS

Requirements That Must Be Met Before Contract Creation

Liability Insurance

Independent Contractor may be required to provide proof of liability insurance to the Town prior to execution of a contract. Classes that are considered higher risk may require higher or additional coverage. Examples of high-risk classes include dancing, sport fitness classes, classes for older adults, etc.

Background Check

All Independent Contract Instructors are required to submit authorization to a background check. The Town of Mills River uses a third-party company to perform background checks, and we must have authorization to access those records. The Town of Mills River Background Check Authorization Form can be found in the Forms section of this handbook.

Mandated Reporting

Contract Instructors that have direct contact or supervisory control over children or children's programs are considered "mandated reporters" by state law. Mandated reporters are any person or institution who has cause to suspect that a child under the age of 18 is abused, neglected, or dependent and must make a report to the Department of Social Services or Henderson County Sheriff's Department. The Town of Mills River, NC Mandated Reporter Acknowledgement Form can be found in the Forms section of this handbook.

ACTIVE INSTRUCTOR REQUIREMENTS

Contract Agreement for Recreation Services

Upon mutual agreement with the instructor candidate, the Town of Mills River, NC will complete a contract with all of the required signatures (Instructor and Town staff). The contract will be generated on a regular and agreed upon basis. Instructors may not teach without a signed contract on file. Instructors are responsible for reviewing and abiding by the terms of the Contract for Services.

Monitoring Enrollment

Every course offering will be assigned an activity number for participants to use for registration purposes. Seven (7) days prior to the start of a new session, instructors must either check their enrollments online using their CivicRec Instructor portal, or contact Parks & Recreation staff to check enrollment and determine whether the program will need to be canceled. The Town provides registrants with a one-week notice of class and camp cancelations. For new class offerings, it is often recommended to offer the class despite low enrollment in order to build class reputation. For more information on canceling classes, refer to the Policies and Procedures section of this handbook.

Rosters

On the day prior to a new class session, instructors should go online to view their rosters or request them from Parks & Recreation staff. During class, instructors should verify that all participants are registered and that the roster matches those in the class. If the instructor is unsure if a student is registered, they can request an updated roster or check with the Parks & Recreation staff during regular business hours. If a participant is not registered, the instructor must send the participant registered through CivicRec in order to participate in the class. Class rosters and information may only be used for the purpose of the specific class/classes being taught by the instructor. Instructors shall not utilize class rosters for business promotion or marketing purposes outside the classes offered by the Town of Mills River, NC.

FEES & COMPENSATION

Compensation

Independent Contractor Instructors will receive a percentage of participant fees as designated in the signed contract. The independent contract instructor's percentage is based on participant fees and will not include additional fees collected for non-resident participation. Payment is made after the completion of each course or as designated on the signed contract.

The town will not withhold state or federal income taxes but will report the Independent Contractor's income to the IRS via form 1099.

Registration

The Town of Mills River, NC uses an online reservation portal called CivicRec that allows online management of activities and classes. Upon the signature of the written contract, you will be added as an instructor into this reservation system that will allow you to track program participation, etc. Participant registrations must be performed through this online portal. Independent Contract Instructors are not permitted to accept other reservation forms or money. All registrations, cancellations, refunds, and participant payments are to be handled and processed by the Town of Mills River, NC staff.

POLICIES & PROCEDURES

Course/Activity Cancellation

Instructors are responsible for logging into their CivicRec account and checking class rosters and enrollments. Instructors must contact the Town of Mills River, NC at least one (1) week prior to class start date, with the instructor's intent to cancel a class due to low enrollment. All new instructors will be given a login and instructions on how to access their CivicRec accounts online, and instructions on how to notify program registrants of a cancellation.

Instructor Absence

If you are unable to teach your class, contact the Town of Mills River, NC by phone and/or by email, and advise staff as far in advance as possible. It is preferred that a class is made-up rather than canceled (for example, in a weekly program, run the program for one additional week). If a class cannot be made-up, class participants will receive a credit for the class that will be applied to their account. If instructors secure a substitute instructor for a program, they must notify the Town and provide the substitute's contact information. Note that all substitutes must meet the contract instructor requirements listed in the Contract Instructor Prerequisite section of this handbook including the background check. It is the responsibility of the Instructor to provide payment to substitutes. Excessive instructor absences may result in the cancellation of current and future classes.

Class Makeup

Make-ups can be given on those occasions when unforeseen circumstances require that a class meeting be canceled. No refunds (whole or partial) will be given for classes missed by the student except in extreme circumstances. Instructors should coordinate with the Town before planning a make-up class to ensure that the space is reserved for the class. Make-up classes are to be added to the end of the session if scheduling does not interfere with existing programs. If make-up classes are not scheduled, fees for the class may be refunded or a credit may be issued for the next session. The Town must approve all changes to the contracted schedule. The Town has priority use for all facilities for special programs.

Customer Service & Communications

The Town of Mills River, NC prides itself on offering service at the highest standard. In regard to contract classes, we strive to ensure that all participants are happy with the services provided. If you receive any questions about refunds or a withdrawal from your class, please contact the Town to assist you in the process. In the event of an incident at a facility involving an angry or upset customer where you believe you are in danger or in need of assistance, walk away from the situation, go to a safe location, and call 911. At no time should you place yourself in danger trying to resolve a volatile situation. In the event of danger or an emergency, call 911.

Class Observation

The Town of Mills River, NC, its officers, agents, and employees may observe classes, with or without notice.

Contact and Personal Information Policy

The Town of Mills River, NC considers all customer and contractor information confidential. The personal information provided to the Town of Mills River Parks and Recreation Department on the registration form is used solely for the purpose of participating in Recreation programs. We will not share information with outside parties.

Code of Conduct

Facilities and programs are intended to be family-oriented. Therefore, fighting, name-calling, or inappropriate language or actions will not be tolerated. Patrons warned more than once may be asked to leave the program or event. Smoking and possession and or use of alcohol or drugs will not be tolerated and will result in immediate expulsion from department program or event. Participants are expected to use reasonable judgment and common sense concerning good conduct, safety, and sportsmanship. All park and facility rules must be followed.

Photos and Videos

Our department reserves the right to photograph classes, events, programs, and participants. Photographs may be used for Town of Mills River Parks and Recreation promotional purposes and may be used in publications and media communications in any format. Attendance at our programs constitutes consent to be photographed for use in print and/or electronic publicity **unless specifically opted out at registration**. Independent contractors will be made aware of participants who have opted out of being photographed. If instructors would like to take photos or videos of their class, they must first get verbal permission from the students. Instructors are free to share these with the Town to be kept on file for future use to promote their programs.

Supervision of Youth Classes & Camps

Instructors teaching a youth class must ensure that children are supervised at all times. Children are not permitted to roam or leave their designated classroom unsupervised, including bathroom breaks, or leave the class without a parent/guardian. Instructors are required to notify participants not to arrive until the designated time of activity. Children should never be dismissed until a parent/guardian arrives for pick-up. Instructors shall not depart until all children are picked up. Instructors shall attempt to contact the child's parent/guardian and if additional assistance is needed, please contact the Town or Henderson County Sheriff's Department.

Americans with Disabilities Act (ADA) & Non-Discrimination

The ADA is federal legislation that gives civil rights protection to individuals with disabilities. This act guarantees equal opportunity for individuals with disabilities for employment, public accommodations, transportation, local and state government services, and telecommunications.

It is the policy of the Town of Mills River, NC to fully abide by the requirements of the ADA and to make reasonable accommodations for individuals with disabilities so that they have an equal opportunity to participate. Please advise the Town if a participant has a disability requiring special accommodations.

Programs and instructors are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

The decision to deny access to a participant due to a disability or special need is not a decision for a contract instructor to make. A contract instructor should make reasonable accommodation in a class/program to accommodate participants with special needs. If you have a concern about a participant, please contact the Town.

The Town of Mills River does not discriminate on the basis of race, sex, color, age, national origin, religion, or disability in its employment opportunities, programs, services, or activities.

PROMOTION & MARKETING

Marketing & Advertising

The Town of Mills River, NC promotes all classes, programs, and activities on the town website. In addition, the Town, in its discretion, may create additional marketing materials highlighting specific classes or programs. By signing the contract, instructors consent to these marketing efforts by the Town.

Contractors may advertise and market their class at their own expense in an effort to increase participation. Any marketing materials (e.g. brochures, postcards, flyers, advertisements, etc.) must be reviewed and approved by the Town prior to distribution.

Contractors may not use Town classes to recruit for personal business or promote their business during class hours or on Town premises. Contractors shall not market products that are sold as part of their business. Violating this policy may result in disciplinary action, up to, and including termination of the contract.

Social Networking Guidelines

The Town uses social networking sites (Facebook & Instagram) to promote classes, programs, and upcoming special events. The Town encourages contractors to share content about their classes or programs on their pages, and engage in promotions directed to their programs.

Instructors taking photos of class participants to use on their own business social networking platforms must obtain participant approval before posting. The Town waiver does not cover instructors' use of photos.

FACILITY USAGE

Town Facilities

The Town of Mills River, NC has limited locations available for hosting classes. If you are unsure which facility to request, please leave it blank. The Town will select an appropriate facility for you based on facility availability, class needs, and estimated class size. Facilities are very limited and no storage space is provided for independent contractor equipment. The Town reserves the right to move a class if needed.

Rented Facilities/Community Partner Facilities

The Town of Mills River, NC partners with outside entities in order to host additional classes. Please be mindful that community partner facilities may have their own rules and policies. Contract instructors should take extra care to abide by these rules and ensure they leave the space as or better than they found it. This helps ensure the future use of these facilities.

SAFETY

Accident/Incident Reports

If an accident or injury occurs to a class participant or instructor, contact recreation staff immediately. An Accident/Incident Report Form should be completed immediately and instructors shall contact the Town within 24 hours. All sections of the report must be completed, including as much specific information as possible regarding circumstances surrounding the incident/accident, witnesses, etc. Only staff or instructors are to complete the report form.

Some things to remember when dealing with an accident:

- If serious injury occurs, do not move the injured person unless they are in further danger from the condition/environment in which they are in.
- All accidents, regardless of how severe, must be reported to the Town.
- If necessary, call 911 for emergency support.
- For minors less than 18 years of age, notify parent or guardian as soon as situation allows. Parent should arrange for necessary transportation and relieve you of further action. Do not transport the injured individual by yourself.
- Stay with injured person until relieved by emergency personnel. An Accident/Incident Report Form must be filled out the day of the injury and submitted to the Town within 24 hours.

Accident/Incident Report can be found in the Forms section of this handbook.

Release of Accident Information

If an accident should occur, all instructors are directed to give no information relative to the circumstances surrounding the accident to any person, except identified Town staff or emergency personnel. This procedure is necessary to prevent the release of inaccurate information and to protect the Town of Mills River, NC in the event of legal action. Do not speak to media personnel.

General Safety Guidelines

Above any other consideration, the Town of Mills River Parks and Recreation Department, and by extension its contract class instructors, must provide for the safety of the people who use its facilities and participate in its programs. Instructors must use their own best judgement at times, so focus safety constantly and exercise all possible measures to prevent accidents, injuries and/or damage to property. Participants should also be encouraged to think in terms of safety. Take the time to explain to participants why they should be doing something. Remember, speak directly and concisely.

Some important things to remember are:

- Be observant and anticipate problems. If you see an unsafe situation developing, intervene before it escalates.
 - Know where your participants are at all times. Keep them in sight. Be aware of the total surrounding at all times.
 - Do not divert your attention from the participants. THEIR SAFETY IS YOUR #1 PRIORITY.
 - All accidents, regardless of how severe, must be reported to the Town.
 - Instructors, as well as the Town of Mills River, NC, can be held liable for any accident to people or property damage resulting from negligence.
 - Be well trained and current on all aspects of your teaching responsibilities.
 - Be properly certified and keep certifications current including CPR and First Aid if you have them.
 - Communicate safe techniques in the activities you instruct and in the use of equipment and tools
- for the class.

- Check for safety of equipment and identify and minimize any hazards. Keep work areas safe.
- Be sure that any equipment or tools used for the class are age and skill appropriate and have been approved by the Town for use in your classroom.
- Follow industrial and professional standards for safety, as well as Town and State codes.
- Communicate knowledge of risk to students and warn of impending danger when there is a safety concern.
- Be “liability conscious” in all classroom activities and minimize risk.
- If there is a question as to the safety of an activity, the physical environment or participants, instructors should consult the Town before proceeding.



Town of Mills River, NC
Parks and Recreation Department
Program Proposal Form

Instructor's Name: _____ Date: _____

Business/Organization: _____

Address (Mailing): _____

Phone: _____ E-mail: _____

Website: _____

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

Do you have reliable transportation? Yes No

Do you have liability insurance? Yes No (selecting no does not necessarily disqualify you)

Do you have workers' compensation insurance? Yes No (selecting no does not necessarily disqualify you)

To whom should checks be made payable: Instructor _____ Business _____ (copy of W-9 form will be required)

Please describe any relevant experience or certifications: _____

Course/Program Title: _____

Detailed Program Description:

Program Objectives:

Learning Outcomes (What will the participant learn/gain from this program):

Please give us a description of your program that could appear in the Town's Advertising (Be Creative):

Program Length (1 day, 4 weeks, etc.): _____

Total Number of Sessions: _____

Sessions will be Held (weekly, monthly, etc.): _____

Preferred Day(s) of Week: _____

Preferred Time(s): _____

Proposed fees to be paid to the instructor:

Per person, per session: \$ _____

Are there any material costs per person, per session? _____

Maximum Number of Students: _____ Minimum Number of Students: _____

Type of Facility/Space Needed: _____

Type of Room Set Up Needed (Tables, chairs, etc?): _____

Please list three references, with contact information, who can speak specifically to your ability to conduct your program (not family members):

1. Name: _____ Telephone: _____ E-mail: _____

2. Name: _____ Telephone: _____ E-mail: _____

3. Name: _____ Telephone: _____ E-mail: _____

Please attach your resume if it pertains to your professional ability.

YOU ACKNOWLEDGE THAT YOU WILL BE PROVIDING INSTRUCTION AS AN INDEPENDENT CONTRACTOR OF THE TOWN OF MILLS RIVER AND WILL NOT BE AN EMPLOYEE OF THE TOWN FOR ANY PURPOSE. YOU WILL BE SOLELY RESPONSIBLE FOR THE ACTIVITIES YOU SUPERVISE OR INSTRUCT AND AGREE TO SAVE AND HOLD THE TOWN OF MILLS RIVER HARMLESS FROM AND AGAINST ANY AND ALL CLAIMS, DEMANDS, INJURY AND DAMAGES OF ANY SORT ARISING OUT OF THE INSTRUCTION YOU WILL PROVIDE.

This the _____ day of _____, 202____.



Town of Mills River, NC
Parks and Recreation Department
Contract for Services and Payment

Date: _____

THIS AGREEMENT is entered into on the date noted above and between the Town of Mills River, referred to as Town, and _____, residing at _____, referred to as Independent Contractor.

It is understood and agreed that the Independent Contractor possesses distinct professional skills in performing the services described below; that the Town contracts for said services because the Town does not perform these services as a part of its regular business; that Town wishes to contract with Independent Contractor for the services described below; that Independent Contractor will have full control over the means and methods of performing these services that are being performed as an Independent Contractor. Nothing in this contract shall in any way be construed to constitute the Independent Contractor, or any of its agents or employees, as an agent, employee, or representative of the Town.

The Independent Contractor will furnish professional services for the Town upon the terms and under the following conditions:

1. Subject to the conditions set out below, Independent Contractor will perform the services of _____ as specified within this contract for all sessions beginning _____ and ending _____.
2. The Town shall pay the Independent Contractor _____ for the contracted services in Paragraph 1 above. Payment shall be made _____. The Independent Contractor agrees that the sum shall be full compensation for his/her services in performing the contract. Payment is for professional services and not an hourly wage.
3. This contract may be cancelled by the Town in the event that there is insufficient registration to satisfy the expense of operating the program; substandard services; or if sufficient funds have not been appropriated by the Town Council. The Town has the right, in its sole discretion, to terminate this contract with or without cause. Independent Contractor will be paid only for that part of the Contract that he/she fulfills. If the class, program, or event does not take place because of Independent Contractor's illness, or because of a holiday, it is to be made up at time selected by the Independent Contractor and approved by the Town. These services are to be provided personally by the Independent Contractor, and not by any other person without the prior written consent of the Town.
4. The Independent Contractor shall provide his/her own personal tools and supplies at his/her own cost and expense.
5. The Independent Contractor shall submit to a background check.
6. The Independent Contractor agrees to abide by all rules and regulations of the Mills River Parks and Recreation Department, all Town ordinances, and all state and federal laws governing his/her undertaking. Other than this modifying the general rules and regulations applicable to all persons utilizing Mills River Park, Town shall have no right or obligation to control the method and means of provision of the services by Independent Contractor.
7. The Independent Contractor shall not be eligible for any benefits paid by the Town to its employees. The Town insurance does not cover Independent Contractors. Independent Contractor will be required to provide proof of liability insurance to the Town prior to execution of this contract.

8. The Town will not withhold state or federal income taxes, but will report the Independent Contractor's income to the IRS via form 1099.
9. By execution of this agreement, the Independent Contractor agrees to release the Town of Mills River, its officers, employees and agents from all liability of any kind whatsoever arising out of or in any way resulting from accidents, injuries, or other events or occurrences causing injury to Independent Contractor or any of its agents, employees or students of any kind whatsoever and arising out of Independent Contractor's performance of the terms of this agreement, participation in the services or otherwise.
10. The Independent Contractor agrees to protect, defend, indemnify and hold the Town and its officers, council members, employees and agents free and harmless from and against all claims, losses, injuries, penalties, damages, settlements, costs, charges, other expenses or liabilities of every kind and character, to include legal fees incurred by the Town in investigating, responding to or defending such matters, arising out of or relating to this agreement and the performance of the services by Independent Contractor pursuant to this agreement. The Independent Contractor further agrees to investigate, handle, respond to, provide defense for and defend any such claims, etc., at its sole expense and agree to bear all other costs and expenses related thereto, even if such claims are groundless, false or fraudulent. Any insurance provided by Independent Contractor as required by paragraph 6 above will include contractor's liability coverage insuring the performance of its obligations assumed under this paragraph and naming the Town as an additional insured.

IN WITNESS WHEREOF, the parties have executed the Agreement, the day and year first above written.

APPROVED:

 Director of Parks and Recreation

 Independent Contractor

 Town Manager

 SS# or Tax ID #

 Printed Name

MANDATED REPORTER ACKNOWLEDGEMENT FORM

I, _____ understand that when I am employed as a Contract Instructor with the town of Mills River,

I am a mandated reporter pursuant to §7B-301 of the North Carolina General Statutes. This means that I am required to report or cause a report to be made to either the local Department of Social Services or Henderson County Sheriff's Department whenever I have reason to suspect that a child under the age of 18 is being abused, neglected, or dependent.

I understand that reporting any abuse, neglect, or dependency may be made orally, by telephone, or in writing. The report shall include information as is known to the person making it including the name and address of the juvenile; the name and address of the address of the juvenile's parent, guardian, or caretaker; the age of the juvenile; the names and ages of other juveniles in the home; the present whereabouts of the juvenile if not at the home address; the nature and extent of any injury or condition resulting from abuse, neglect, or dependency; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention. If the report is made orally or by telephone, the person making the report shall give the person's name, address, and telephone number. Refusal of the person making the report to give a name shall not preclude the department's assessment of the alleged abuse, neglect, dependency, or death as the result of maltreatment.

I further understand that if I knowingly or wantonly fail to report the case of a juvenile as required by §7B-301, or knowingly or wantonly prevent another person from making a report as required by §7B-301, is guilty of a Class 1 misdemeanor.

I have reviewed and understand the following indicators of abuse, neglect, and dependency sheet, and will retain this document for future reference.

Signature

Date

INDICATORS OF ABUSE, NEGLECT, OR DEPENDENCY

The following signs may signal the presence of child abuse or neglect. It is important to note that any one of these things could mean anything or nothing. There are many reasons a child may not want to go home on a particular day or may be overly compliant when they are trying to please a favorite teacher. However, when you have a cluster of two or more of these, this should raise a red flag to at least talk to the child and or parent, or at most call your local Child Protective Services agency. It is also important to remember that issues related solely to poverty are not considered child maltreatment issues.

The Child:

- Shows sudden changes in behavior or school performance
- Displays overt sexualized behavior or exhibits sexual knowledge that is inconsistent with their age
- Has not received medical attention for a physical injury that has been brought to the parents' attention
- Has learning problems that cannot be attributed to specific physical or psychological causes
- Is always watchful, as though preparing for something bad to happen
- Is overly compliant, an overachiever or too responsible
- Comes to school early, stays late and does not want to go home
- Has unexplained burns, bites, bruises, broken bones or black eyes
- Has bruises or marks in non-prominent, "fleshy" areas of the body (for example, inside of biceps or behind the knees)
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home from school
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

The Parent or Other Adult Caregiver:

- Shows little concern for the child, rarely responding to the school's requests for information, conferences or home visits
- Denies the existence of or blames the child for problems in school or at home
- Asks the classroom teacher to use harsh physical discipline if the child misbehaves
- Sees the child as entirely bad, worthless or burdensome
- Demands perfection, or a level of physical or academic performance the child cannot achieve
- Offers conflicting, unconvincing or no explanation for the child's injury
- Describes the child as "evil" or in some other very negative way
- Is abusing alcohol, prescription drugs or illegal drugs, and that abuse is having an adverse impact on the child
- Uses harsh physical discipline with the child
- Has a history of abuse as a child

TOWN OF MILLS RIVER
ACCIDENT / INCIDENT REPORT

THIS REPORT MUST BE COMPLETED AND RETURNED TO TOWN STAFF WITHIN 24 HOURS

Date of Report: _____ Date of Incident: _____ Time of Incident: _____ (include a.m. or p.m.)

PERSONAL INFORMATION OF INJURED PARTY

Name: _____ Age: _____ Gender: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number– home: _____ Phone Number – cell: _____

If victim is a minor under the age of 18, is he/she accompanied by an adult? YES _____ NO _____

If YES, print the name of the responsible party: _____

If NO, see the back of this form to document parent contact.

FACILITY AND ACTIVITY DATA

Name of Facility: _____ Name of Activity: _____

Weather Conditions: _____ Number of Staff Present: _____

INCIDENT DATA

Description of accident/incident in detail: _____

use back page if more space is needed

CARE PROVIDED

Was the victim asked for his/her consent for medical care? YES _____ NO _____

Name of responding staff member(s): _____ Did the victim refuse medical care? YES _____ NO _____

Describe care given: _____

WITNESS INFORMATION

Name: _____ Phone Number – cell: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Witness description of accident/incident: _____

ATTEMPTED PARENTAL CONTACTS

1st attempt:

Parent/Guardian Name: _____ Phone Number Attempted: _____

Time Called: _____ Outcome of Call: _____

2nd attempt:

Parent/Guardian Name: _____ Phone Number Attempted: _____

Time Called: _____ Outcome of Call: _____

3rd attempt:

Parent/Guardian Name: _____ Phone Number Attempted: _____

Time Called: _____ Outcome of Call: _____

INCIDENT DATA DESCRIPTION CONTINUED FROM FRONT

PREPARED BY: _____ **DATE:** _____

RECEIVED BY: _____ **DATE:** _____