

Incident Report Form

This form is not required by the Child Care Licensing Division (CCLD) but could be used to document the following types of incidents:

- Behavioral concern
- Lost or unattended child
- Mandatory reporter incident
- Animal bite (in addition to a possible injury report)

Child's Information				
Child's Name:			Child's Age:	
Details and Description of Incident				
Date and Time of Incident:				
Where did the incident occur?	Classroom	Bathroom	Bus/Vehicle	Kitchen Playground
Hallway				
Other:				
Who was supervising the child at the time of incident?				
Any other adult witnesses?				
Yes No If yes, list names:				
Description of Incident:				
Description of action taken:				
Procedural or staffing changes made as a result of this incident:			N/A	
Follow-Up Action Taken				
Child treated and remained at child care		Child taken home		Called 911
Mandatory report made		Other:		
Notifications (as required by rule):				
Parent Note	Name:	Notified by:	Phone	in Person
DHS	Name:	Date:	N/A	
Law Enforcement	Name:	Date:	N/A	
CCLD	Name:	Date:	N/A	

Teacher's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____