



School Readiness Program Unusual Incident Report

Date: _____

Child Care Provider/Location: _____

Contact Name: _____

Phone: _____

Child care providers must report unusual incidents to the Coalition by no later than the close of business on the day of the incident.

Please contact Sheila Mackey, Director of Provider Services at (904)208-2040 ext. 212.

Child care providers must submit a written report of the incident on file during the visit to the Coalition within three business days. Please **fax to (904) 394-1231**.

Child's Name: _____ Last Day of attendance: _____

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For licensed providers, sending a copy of the incident report submitted for DCF to the Coalition shall constitute compliance. An unusual incident is any significant event involving health and safety of children under provider's care.

Examples include:

- Accusations of abuse or neglect against provider or provider staff;
- Injury of a child which requires professional medical attention at Provider's site or written notification from the child's parent that the child received professional medical attention; and
- When the Provider receives notice of litigation where Provider is named party or defendant and which relates to the Provider's operation at any location at which SR services are being provided.