Plan for Reporting and Managing
Any Incident or Unusual Occurrence

Report all incidents or unusual occurrences to the Child Care Licensing office.

If the following types of incident or occurrence threatens the health, safety or welfare of the children, staff or volunteers, I would:

Lost or missing child:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Suspected maltreatment of a child:
___________________________________________________________________
___________________________________________________________________
___________________________________________________________________

Injury or illness requiring hospitalization or emergency treatment:
___________________________________________________________________
___________________________________________________________________

Death of a child or staff member:
___________________________________________________________________
___________________________________________________________________

Presence of a threatening individual:
___________________________________________________________________
___________________________________________________________________

___________________________________________________________________