

Daycare Incident Report

Printable fixed-layout template - complete in ink and attach required official records.

Event details

Child or people involved

Date, time, and location

Incident type

☐ Behavior or conflict

☐ Near miss

☐ Property issue

☐ Unusual event

☐ Other

Objective description and sequence

Witnesses

Response

Immediate response

Staff involved

Parent or guardian notification, time, and method

Follow-up

Follow-up actions and responsible person

Preventive action or environment change

Review

Staff signature and date		Date	
Supervisor review		Date	
Parent or guardian acknowledgment		Date	