

Incident Report for Licensed Exempt Child Care Programs

License exempt child care programs that receive Care 4 Kids subsidy are required to report to the Office of Early Childhood (OEC), no later than the next business day, any injury to a child that occurs while the child is at the child care program or at a child care program sponsored event which results in a diagnosed fracture, diagnosed second or third degree burn, diagnosed concussion or a child being admitted to a hospital. This form may be used to make such a report to the OEC.

Today's Date _____

Program Name _____ Address _____

Date of Incident _____ Time of Incident _____ Location of Incident _____

- Check One:
- Fatality
 - Diagnosed Fracture
 - Diagnosed Second or Third Degree Burn
 - Diagnosed Concussion
 - Hospital Admission

Full Name of Child Injured _____ Date of Birth ___ / ___ / ___

Description of the Incident Including Circumstances that Resulted in the Incident/Condition

All Staff Witness(s) to the Incident _____ Contact Number(s) _____
_____ Contact Number(s) _____

Person(s) Responding to Incident and Treatment Provided

Parent/Guardian Contacted _____ Relationship _____ Phone # () ___ - ___

Other Person(s) and Agency(s) Contacted

Person Completing this Form _____ Title _____ Phone () ___ - ___
(Please Print)

Signature _____ Date ___ / ___ / ___

This report may be faxed to 860-326-0552 or mailed to Office of Early Childhood, Division of Licensing, Suite 302, 450 Columbus Boulevard, Hartford, CT 06103. A copy of this report shall be maintained on site at the program.

Documentation of ALL injuries or accidents that result in an injury to a child or illness of a child that occur at the program shall be maintained at the program for at least two years. Such documentation shall include a description of the injury, illness or accident, the date, time of occurrence and location and any action taken by the program. Such documentation shall be provided to the child's parent(s) no later than the next business day.