**Instructions:**

* Complete two copies (one for the file, one for the parents). Both must be signed.
* Attach any relevant photos or supporting documents.
* The **Operations Manager/Director** is responsible for conducting the investigation.
* Include a **detailed injury report** signed by the parent (file one copy).
* Conduct a **follow-up report** with parents after the initial investigation.
* **Log all details in Brightwheel.**

**Child Care Center: Around The Clock Childcare**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Time of Incident:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Was camera footage reviewed?** ☐ Yes ☐ No

**Investigation Log**

On **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** at approximately **\_\_\_\_\_\_\_\_\_\_\_\_\_,** an incident involving **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** occurred at **Around the Clock Childcare**. The matter was immediately reported and thoroughly investigated by our team to ensure the safety and well-being of all children in our care.

**Findings**

Following a comprehensive review, we determined that:  
[**Provide a detailed explanation of the incident, findings, and any concerns raised by parents.**]

**Conclusion & Actions Taken**

We take all concerns seriously and are committed to maintaining a safe and nurturing environment. After reviewing the evidence and discussing the matter with all parties involved, we have taken the following measures:

[**Describe any corrective actions, staff interventions, or policy updates implemented.**]

**Signatures**

**Parent/Guardian:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

**Staff Member:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

We appreciate the trust you place in us and are committed to open communication and continuous improvement. If you have any further questions or concerns, please feel free to reach out.

**Sincerely,**  
Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Staff Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_