CHILD CARE LICENSING INCIDENT REPORT FORM FOR TEMPORARY OPERATIONS

INSTRUCTIONS: Complete and fax or e-mail this form to the Child Care Licensing Central Office to report self-reports and incidents.

Please complete the following information:

Name of person completing this report:  
Name of Temporary Operation:  
Address (street, city, zip): E-mail address:  
Person responsible for managing: Phone No:  
Today’s Date:  

TYPE OF INCIDENT (check all that apply)

- Accidents or injuries involving any child occurring at the temporary operation requiring professional medical treatment
- Child or staff occurrences of communicable diseases that DHEC requires to be reported in its School Exclusion List, including any cases of COVID19
- Death of child or staff person that occurs at the temporary operation
- Child who is missing from the premises or who is left unattended in a vehicle operated by the temporary operation
- Charges or conviction of crimes against any staff person, including volunteers
- Reports of alleged child abuse or neglect involving any staff person, including volunteers
- Legal or health issue occurs which impacts the health and safety of his/her child.

DESCRIPTION OF INCIDENT - Be as specific as possible (attach additional sheets if necessary)

Who was involved? (include all staff names and all children names)

What Happened?

When did the incident happen? (date & time)

Where did the incident occur?

How did the incident occur?

Was the parent(s) contacted?  
- Yes – Date:  
- No - If no, Why?

Type of attachments | Other notification(s) made | PLEASE FAX OR EMAIL FORM DIRECTLY TO THE OFFICE LISTED BELOW
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- Additional description | Check who and date notified:  
- Photograph(s)  
- Physician report  
- Police Report  
- Other  
Number of attachments ___  
| || (803) 898-9029  
CentralOfficeChildCare@dss.sc.gov

THIS SECTION IS TO BE COMPLETED BY DSS CHILD CARE LICENSING STAFF ONLY

Received by:  
Fax  
Email  
Time:  
Date:  
By Whom:  
Specialist Assigned  

File  
Visit  
Referral  
Notify Central Office  
Other  

JULY 2020 - Child Care Licensing - Incident Report Form for Temporary Operations (COVID19 EMERGENCY)