



## Incident Reporting

Information pertaining to individual children will be communicated in a formal and confidential manner, this includes but is not limited to illness, injury and aggression or challenging behaviors. These reports are reviewed and signed by the parent/guardian upon pick up. Parents/guardians will be notified as soon as possible by phone for incidents that involve an injury or incident that may require medical attention, head injuries and/or any incident being reported to licensing.

If a Critical Incident occurs at Ridge Kids Playcare, information about the children will be shared with licensing according to the Government of Alberta Licensing regulations, while Incident Reporting documentation is the same, reporting varies based on what licensing requires programs to report.

Please see \*\*Incident Report Form