Clubhouse Kids Documentation Form

Please complete all areas. Write "N/A" if the item is not applicable.

Child Information & Incident Information

Child's Name: _____ Clubhouse Kids Location: _____

Date of Incident: _____ Time of Incident: _____ AM or PM School Year or Summer Camp

Staff member(s) who observed the incident: _____

Were persons other than Clubhouse Kids staff present at the time of the incident? Yes or No If "Yes", who? _____

I acknowledge that I have received a copy of this report:

Parent/Guardian **PRINT**: _____

Parent/Guardian **Signature**: _____ Date: _____

Clubhouse Kids Staff Member Signature: _____ Date: _____

Clubhouse Kids Center Director Signature: _____ Date: _____

Description of Incident

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If more description room is needed, continue by using an additional Clubhouse Kids Documentation Form, labeled "page 2 of "

White copy to the Clubhouse Kids Office. Yellow copy to the parent/guardian of the child.

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