



The Lee Wiggins Childcare Centre SERIOUS OCCURRENCE NOTIFICATION FORM

Notification Form

1. Following submission of a Serious Occurrence Initial Notification Report to the Ministry and within 24 hours of becoming aware of an occurrence as set out under the Serious Occurrence Reporting Procedures, a Notification Form to communicate information to the parents about a serious occurrence that has occurred at the Centre. In the case of allegations of abuse or unverified complaints, the Notification Form will be posted after completion of investigation as outlined under Allegation of Abuse.
2. No identifying information will be included in the Notification Form, e.g. child name; staff name; age or birth date of child, age group or room.
3. Notification Form will be posted on the Parent Information Board.
4. Notification Form will be updated as additional actions or investigations occurs.
5. Notification Form will be posted for a minimum of 10 business days. If the form is updated with additional information, the notification form remains posted for 10 days from date of update.
6. The Lee Wiggins Childcare Centre will retain the Serious Occurrence Notification Form for at least 2 years from the date of occurrence.
7. Completed Notification Forms will be made available for current and prospective parents, licensing specialist and children's services staff upon request.

Allegation/Complaints of Abuse

Serious Occurrence Notification Forms pertaining to allegations of abuse are posted when the following have been concluded:

- The Children's Aid Society has concluded its investigation and the allegation is either verified or not verified; or
- The Children's Aid Society has determined that an investigation will not be conducted; and
- The Ministry has investigated any associated licensing non-compliances.



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SERIOUS OCCURRENCE NOTIFICATION FORM**

Date	
Date of Occurrence	
Type of Occurrence	
Description of Occurrence	
Action Taken by the LWCC	
Outcome/Update (if applicable)	
Name of Staff completing form	
Co-ordinator or Designate Signature	