



Significant Incident Reporting Parent Notification Letter

Name of Child: _____
Date of Birth: _____
Today's Date: _____
Date of Incident: _____
Type of Infraction: ☐ Level 1 ☐ Level 2 ☐ Level 3
Day of Rest: ☐ 1/2-Day ☐ 1-Day ☐ 2-Day ☐ Other
Anticipated Day of Return: _____

Dear Parent or Guardian:

This letter of notification informs you that your child has been involved in a significant incident resulting in a day of rest from childcare attendance. To most appropriately address this concern, we request for your immediate attention in this matter to collaboratively obtain a resolution. The leadership of your child's attending Academy will be available to meet in-person and/or virtually to discuss the nature of the incident and a proposed plan for return.

Our goal at Brightside Academy is to ensure the health and safety of all children in our care. Thank you in advance for your cooperation.

Sincerely,

Academy Director