



NAEYC 72-Hour Notification Form

PURPOSE

This form is used to alert the NAEYC Academy of serious events that may call into question a program's ability to meet all requirements for NAEYC Accreditation. By submitting this form within 72 hours when any of the critical incidents listed below occur, a program is complying with requirements necessary for maintaining or pursuing NAEYC Accreditation.

PROGRAM INFORMATION

Individual completing this form

Name:	Title:
Phone:	Email:

Program Identification

Program Name:	Program ID #	
Street Address:		
City:	State:	Zip:
Phone:		

All currently NAEYC-Accredited programs and programs that have submitted Applications (step 2) for Candidacy are required to notify the NAEYC Academy **within seventy two (72) hours** when the program experiences any of the following events listed below. Please select the statement that best describes your program:

- My program has submitted an Application (Step 2).
- My program has submitted Candidacy Materials on / /
- My program is currently accredited and expires on / /

CRITICAL EVENTS TO BE REPORTED

Date the incident(s) occurred:

Check all events that you are reporting:

- Suspension/revocation of operating license
- Death of a child
- A critical injury to a child that resulted in the child being admitted to a hospital Emergency Room for treatment (whether transported by the Emergency Medical Response Team, program, parent or other individual)
- An unusual incident involving a lack of supervision (such as but not limited to a child being left unattended or leaving the facility alone or in the care of an unauthorized individual)
- Suspected physical or psychological abuse of a child at the program or by an individual that the child met through the program
- Any other incident that did or could have compromised the essential health or safety of any child.

Have you notified families served by the program of this incident? No Yes

Have you notified licensing or your regulatory body regarding this incident? No Yes - If yes please attach documentation

Have you submitted any other notifications of critical events to NAEYC within the last twelve (12) months? No Yes

SUBMISSION INSTRUCTIONS

Submit this form within 72 hours of the incident using one of the submission options below.

Mail: NAEYC Academy Attn: Quality Assurance 1313 L Street NW, Suite 500 Washington, DC 20005-4101	Email: qualityassurance@naeyc.org	Fax: (202) 232-1720
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NAEYC will acknowledge receipt within 72 hours of receiving the form. The information submitted will be used to determine if there are grounds for conducting a review of the incident using the Scope and Severity Screen in accordance with the [Required Criteria Policy](#). If there are grounds for a review, your program will be contacted within 10 days and asked to complete the information included on the following page.



NAEYC 72-Hour Notification Follow-Up Form

DETAILS OF CRITICAL INCIDENT(S)

Program Name:

Program ID #:

Date the incident(s) occurred:

Duration/time of the incident(s):

Please indicate the age of the child(ren) involved in the incident(s). *(Remove all personal identifying information, including names of children, before submission).*

Please provide a detailed description of the incident, including the location where the incident(s) occurred. Attach a copy of any diagrams or pictures of the location, if relevant *(Remove all personal identifying information, including names of program staff members and children, before submission).*

Describe the program's response, including its analysis of the root causes of the incident and subsequent actions (such as personnel actions):

Did the program have relevant written policies/procedures in place prior to the incident(s)?

- Yes – If yes, attach a copy of the relevant written policies/procedures in place prior to the incident(s)
 No

Has the program implemented new policies/procedures or ongoing improvement plans for follow-up and prevention?

- Yes – If yes, attach a copy of the new policies/procedures or ongoing improvement plans put into place after the incident(s)
 No

Attach documentation of the status or results, regardless of the outcome, of any investigations by ALL licensing, regulatory, medical examiner, police or other authorities regarding the incident. Please include:

- | | |
|--|---|
| <input type="checkbox"/> Corrective Action Plan detailing actions or steps that have or will be taken to correct the incident | <input type="checkbox"/> Not available at this time |
| <input type="checkbox"/> Any administrative action ranging from a written reprimand, to the issuance of a provisional license, to a summary suspension if there is an immediate and present danger to children | <input type="checkbox"/> Not available at this time |
| <input type="checkbox"/> A copy of your program's last licensing report <i>(Please note that the NAEYC Academy may also contact the licensing regulatory body to request this report if it's not provided or for additional clarification on the report)</i> | <input type="checkbox"/> Not available at this time |