

Childcare Health Concern Documentation

Date: [Insert Date]

To: [Regulatory Body Name]

From: [Your Name/Your Organization]

Subject: Documentation of Health Concern

Dear [Recipient's Name],

I am writing to document a health concern related to one of the children in our care, [Child's Name], who is [Child's Age] years old. We observed the following symptoms: [Describe Symptoms].

In adherence to our health and safety protocols, we have taken the following actions:

- Informed the child's parent/guardian.
- Monitored the child's condition closely.
- Followed sanitation procedures to minimize the risk of spreading illness.

We will continue to keep you updated on the child's progress and any further actions that may be necessary. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization]

[Contact Information]