

# Childcare Health Issue Report

Date: [Insert Date]

To: [Staff Member's Name/All Staff]

From: [Your Name/Position]

Subject: Health Issue Report for Awareness

Dear Staff,

I hope this message finds you well. I am writing to inform you about a recent health issue that has been identified within our childcare facility. It is important that we all remain vigilant and informed to ensure the well-being of our children and the overall safety of our environment.

## Issue Details:

- **Child's Name:** [Child's Name]
- **Date of Incident:** [Incident Date]
- **Health Issue:** [Description of the Health Issue]
- **Symptoms Observed:** [List of Symptoms]
- **Action Taken:** [Actions Taken]

We encourage all staff to monitor the children closely and report any similar symptoms or concerns to the administration immediately. Your cooperation is essential to maintaining a healthy and safe environment for all.

Thank you for your attention and support in this matter.

Best regards,

[Your Name]

[Your Position]

[Childcare Facility Name]