



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.
- any operational disruption(s) that impacts a program's ability to serve children for any period of time.

By submitting this form within 72 hours when any of the critical events 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 submitted an Application (Step 2).
- My program submitted Candidacy Materials on / /
- My program has been contacted by an NAEYC Assessor for scheduling a site visit.
(If a program appropriately notifies NAEYC of an operational disruption that occurs while a site visit is being scheduled, NAEYC will stop scheduling the site visit at no cost to the program. Once the program resumes serving children, it must notify NAEYC and the scheduling process will resume.)
- My program is currently accredited and expires on ' / ' /

CRITICAL EVENTS TO BE REPORTED

Indicate the critical event to be reported below and complete the applicable appendix.

- Appendix 1**
 - Any suspension or revocation in program's license or regulatory status
 - Any **incident** that did or could have compromised the essential health or safety of any child, such as but not limited to:
 - The death of any child from any cause
 - A **critical injury** to any child that results 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)
 - Any 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)
 - Any suspected physical or psychological abuse of a child at the program or by an individual that the child met through the program.

- Appendix 2**
 - Any operational disruption that prevents a program from serving children for any period of time.

SUBMISSION INSTRUCTIONS

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.

Appendix 1: CRITICAL INCIDENT(S)

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

Details of Critical Incident(s)

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:

- Corrective Action Plan detailing actions or steps that have or will be taken to correct the incident Not available at this time
- 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 Not available at this time
- A copy of your program's last licensing report *(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)* Not available at this time

Appendix 2: OPERATIONAL DISRUPTION

Indicate the type of operational disruption that is causing your program not to serve children:

- Human-made disasters (i.e. flooding due to plumbing issues, vandalism, renovations beyond the control of the program)
- Serious weather events (i.e. hurricane or tornado)
- Other:

Timeframe of Disruption

My program stopped serving children on:

Choose one of the following:

- My program has resumed serving children on:

NAEYC will grant the program a late fee waiver if:

- a program reports an unplanned operational disruption within 72-hours of the disruption, and
- a fee or form deadline is within one calendar month of the operational disruption.

Complete the following if your program would like to request a late fee waiver:

- Yes, please waive the late fee for:

- | | | |
|--|--|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> Renewal Materials | <input type="checkbox"/> Annual Accreditation Fee |
| <input type="checkbox"/> Candidacy Materials | <input type="checkbox"/> Annual Report | <input type="checkbox"/> Option form |
| <input type="checkbox"/> Intent to Renew | | |

OR

- My program has not yet resumed serving children.

Anticipated date program will resume serving children:

(Once the program has resumed serving children, a new 72-Hour Notification Form must be submitted to confirm the end of the operational disruption.)

Would your program like to maintain its current term of accreditation?

- Yes, my program would like to maintain its current term of accreditation and understands the following:
 - My program will not be required to submit Annual Reports while it is not operational. However, all Annual Report fees or Annual Accreditation fees must be submitted to maintain accreditation.
 - My program may be subject to a [verification visit](#) after it resumes serving children.
 - My program cannot engage in the Renewal Process for NAEYC Accreditation. Therefore, my program may only maintain accreditation while it is not operational until the end of its current five-year term.
- No, my program no longer wishes to be NAEYC-Accredited and will submit a [Voluntary Relinquishment form](#).