

SERIOUS OCCURRENCE REPORTING

August 2022

Serious occurrences must be reported within the Child Care Licensing System (CCLS) within 24 hours of becoming aware of a Serious Occurrence. If the serious occurrence is not reported within 24 hours, the Supervisor must provide rationale for the delay.

The site can be found at

<https://www.earlyyears.edu.gov.on.ca>

On the site, click on the box “Child Care Licensing System”.

Click on “Continue”

Sign in using the One-key ID: eloracp2013
and password: ecp75ageddes!

Enter the One-key Pin1543 to enter the site and click submit.

On the next page, click the Serious Occurrences tab on the left and a drop down menu will appear. Click “Report a Serious Occurrence”.

Select the appropriate Day Nursery.

The *Serious Occurrence Details* window will appear.

Read the notice at the top of the window before entering the incident information, beginning with the child information.

If the incident does not involve all the children, a table appears.

Enter the child’s first and last initials and indicate the age group.

Enter the Serious Occurrence information.

Do not use names, ages or dates of birth in any areas on the form.
Click “save and next”.

The *Supporting Documents* window appears.

Upload any supporting documents as applicable (eg. A photo, public health report, a water test, etc.)

Click next and the *Review and Submit* window appears.

Review the information. If changes are required, click “revise”. The Serious Occurrence section opens at the first page. Click “save and next” to go to the next page. Make any changes.

Click “next” and then “submit”. The *Declaration and Consent* window appears.

If you agree with the declaration statement, select “I agree”. Click “submit” and then “generate serious occurrence notification form”.

The *File Download* window appears. Click “open” and select the document.

The document will open in MS Word. The following information will be populated:

- the program name
- the current date
- the date of the occurrence
- the type of serious occurrence

The following information needs to be entered:

- * a one sentence description of the serious occurrence
- * the action taken by the operator

Print the form, then sign, date and post the form. Close word.

Notification Forms are posted within 24 hours of becoming aware of a serious occurrence. The Notification Form will be posted near the child care license and licensing summary chart for a minimum of 10 business days from the last date of entry. All Notification Forms will be kept on file for at least three (3) years from the date of the serious occurrence and will be made available to current and prospective parents licensing and municipal children’s services staff upon request.

Click “exit”. The report will be submitted and a confirmation email will be sent. The preschool’s program advisor will review the post and will contact the Centre if revisions, additional information or a serious occurrence update report is required.

If the preschool becomes aware of more information, an update report is required, regardless if the program advisor requests one. The update must be submitted within 7 days. Only active serious occurrences may be updated. If an update is required for a closed serious occurrence, submit a new report.

UPDATING A SERIOUS OCCURRENCE

Click “Serious Occurrences” and then “Update a Serious Occurrence Report”.

The *Update a Serious Occurrence Report* window appears.

Click “update”.

Click “expand” to view the details of the initial report. This information is to read only and cannot be changed. Scroll down to the “Update an Existing Serious Occurrence” section on the screen.

Enter the updated information. Click “Save and next” and upload any supporting documents.

Click “next” and the *Serious Occurrence update* window appears.

Review the information and click “submit”.

The *Declaration and Consent* window appears.

If you agree with the declaration and consent, select “I agree”. Click “Submit” and then “Exit”.

Within 24 hours, an update to the notification form is posted. Updated notification forms remain posted for 10 business days.