



## Employee Communication Form

Today's Date: \_\_\_\_\_ Child's Name \_\_\_\_\_

Staff member(s) \_\_\_\_\_

### Description of concern

---

---

---

---

### Actions taken

---

---

---

---

### Staff Comment

---

---

---

---

\_\_\_\_\_  
Staff Signature and Date

\_\_\_\_\_  
Director Signature and Date

\_\_\_\_\_  
Parent Signature and Date (if needed)

Parent follow up needed      Yes    No