



Corrective Action Report (CAR)

Purpose:

This Corrective Action Report (CAR) guideline helps the center head, admin and teachers to report and document any accidents or areas that requires improvement in the organization.

Procedure:

1. CAR report must be created within 24 hours of the incident.
2. The center head shall discuss the incident with the fellow staff during the daily huddle. This will keep the rest of the team updated about the incident and educate them to be assertive to avoid such incidents happening in their classroom.
3. If the CAR is created in relation with the children, the original version of the CAR must be maintained by the teacher in their respective classroom CAR file.
4. A copy of the CAR must be maintained in the center head's CAR file.
5. After the CAR is created the center head has to acknowledge by signing under 'Verified.'
6. When performing weekly simulations/observations the teacher shall update both the CAR reports in the classroom and in the admin office.
7. The center head shall acknowledge each week's observation with signature on 'Verified By' column.
8. After the outcome is written and CAR is closed, the center head shall verify CAR.
9. Each teacher and center head shall maintain separate CAR file throughout the school year.
10. At the end of the school year, teachers shall submit the CAR file to the office admin.
11. CAR related to administration can be maintained in the Center Head CAR file.
12. When a new employee comes on board, they should review their respective class CAR file to get an update on the different incidents and the steps taken to prevent such incidents in the future.
13. Attached CAR template and sample templates for admin and teachers.