

Illness and absence notes sheet

Walk into the clinic with the facts the doctor will ask for: when it started, the temperatures, what you gave and when. Write as you go; it takes seconds and saves guessing later.

Child _____ Started on _____ Doctor or clinic _____

1 Sick-day log

Date and time	Temp. °C	What you noticed	Medicine: Name, dose	Eating, drinking

What the doctor said

Questions to ask

This log does not diagnose. It helps you describe what happened. If you are worried, see a doctor; your Child Health Booklet has your child's records. For a life-threatening emergency, call 995.

Absence note and leave record

Send the school or preschool a clear note in two minutes, and keep track of the childcare leave you have used this year.

1 Absence note

Dear _____,

My child _____ of class _____ was absent from _____ to _____

The reason was _____

☐ A medical certificate is attached. ☐ The school will receive it separately.

Please contact me on _____ if you need anything more.

Thank you, _____ (parent), on _____

Follow your school's or centre's own rules on when a medical certificate is needed and how to submit it.

2 Childcare leave used this year

Date	Days	Reason	Which parent

- Singapore citizen child below 7: 6 days of childcare leave a year for each eligible working parent.
- Singapore citizen child aged 7 to 12: 2 days of extended childcare leave a year.
- Child below 7 who is not a citizen: 2 days a year under the Employment Act.
- You generally need 3 months' service. MOM has announced an increase; details are still to come.

Sources: MOM, Childcare leave eligibility and entitlement (updated 24 August 2026), mom.gov.sg/employment-practices/leave/childcare-leave/eligibility-and-entitlement; SCDF, Emergency Medical Services (updated 1 July 2026), scdf.gov.sg/home/about-scdf/emergency-medical-services. Both checked 10 October 2026.