



COMPLAINTS / GRIEVANCE FORM

QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT		
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.2.1	Continuous Improvement	There is an effective self-assessment and quality improvement process in place.

All feedback, complaints or grievances are requested in writing.

We appreciate your point of view and welcome your input. Information you submit into this form will be treated with the utmost professionalism and remain confidential.

Please refer to our Policy Manual for our Grievance Policy and related procedures.

Name			
Address			
Contact Phone Number		Best time to call	

Nature of Feedback / Complaint / Grievance

Parent Signature		Date	
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Follow Up

Initialed by	Parent		Educator		Director	
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