

Complaint Form

Please complete and return to Samantha Rennie, Managing Director who will acknowledge receipt and explain what action will be taken.

<i>Your name:</i>
<i>Child's name (if relevant):</i>
<i>Your relationship to the child (if relevant):</i>
<i>Address: Postcode: Day time telephone number: Evening telephone number:</i>
<i>Please give details of your complaint, including whether you have spoken to anybody at the Nursery about it.</i>
<i>What actions do you feel might resolve the problem at this stage?</i>
<i>Are you attaching any paperwork? If so, please give details.</i>
<i>Signature:</i>
<i>Date:</i>
<i>Official use</i>
<i>Date acknowledgement sent:</i>
<i>By who:</i>
<i>Complaint referred to:</i>
<i>Date:</i>