



## Parent Complaint Form

We take all feedback seriously and strive to provide the best experience for your child.  
Please use this form to report any complaints or concerns you may have.

**Child's Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### Details of the Complaint

Date of Incident (if applicable): \_\_\_\_\_

Location of Incident (e.g., main hall, playground, etc.): \_\_\_\_\_

Nature of the Complaint (Please provide a brief description):



**Action Taken (if known):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Desired Outcome/Resolution:**

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Follow-Up (for office use):

Date Complaint Received: \_\_\_\_\_

Action Taken (e.g., investigation, staff meeting, etc.):

Staff Member Handling Complaint: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thank you for bringing this to our attention. We will investigate the matter and follow up with you as soon as possible. Your feedback helps us improve our services.

