



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:

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.

