



CONCERN OR COMPLAINTS FORM

Please outline the nature of your concern or complaint: (please include dates & an account of the incident if applicable)	
Please state how you wish to proceed with this matter: (the Manager will inform you of the procedure)	
Please outline the nature of your concern or complaint: (please include dates & an account of the incident if applicable)	
Name & Signature of Complainant:	
Name & Signature of Person receiving the Complaint:	

All matters raised with Tiggywinkles Pre-School will be investigated thoroughly. Parents are advised that complaints will be treated in the strictest confidence and they will be kept informed throughout the complaints procedure.