Centre Name:  

Date:  

Parent/Guardian name and contact details (optional – but it will assist us to respond to you directly if it is provided):

What is your suggestion, compliment or complaint?

If this is a suggestion or complaint, have you raised this with the Centre staff previously?  

Yes  □  No  □

If “Yes” what was the outcome at that time?

Please give this completed form to the Centre Manager or email it to the Business Operations Manager, Early Learning at lucy.tran@mq.edu.au

Office Use Only:  
Details of action taken (including relevant dates and names of staff where appropriate):

Manager’s Name:  

Signature:  

Manager’s Title:  

Page 1 of 1