



Complaint Procedure

Complaints will be initiated as close to their origin as possible, preferably within 10 days of their occurrence, by discussing the problem with the staff member involved.

The Board advises the public that the proper channeling of complaints is as follows:

STEP ONE:

Discussion of the problem/complaint with the staff member.

STEP TWO:

If complaint is unresolved, complaint is presented to the **Director**.

STEP THREE:

If not resolved with the **Director**, a written, signed complaint form is presented to the **Board of Directors**.

The Complaint procedure is intended to resolve problems or conflicts whenever possible. Any problems concerning the operation of this Day Care facility should be communicated to the appropriate persons as soon as possible



Sherman County
Child Care Foundation



COMPLAINT FORM

ABC HUSKIES DAY CARE

P.O. BOX 424
WASCO, OR 97065

PHONE: 541-442-5024



