



Parent Concern Form

GUIDELINES FOR A PARENT COMMUNICATING A CONCERN

1. In the event that you have a concern about your child at school it is very important that you contact your child's teacher first. This is the person who has the most insight into your child's needs.
2. If you have contacted your child's teacher regarding your concern and you feel that there needs to be further discussion, please complete the information below and submit it to the Director.

Previous Action Taken:

Contacted child's teacher_____ Other_____ Date of contact_____

Name of teacher/person you communicated your concern to:

Child's Name:_____

Class:

PreK M-F_____ PreK MWF_____ PreK T/TH_____ 3's MWF_____ 3's T/TH_____

Two's Thurs_____ Two's Fri_____ Lunch Bunch_____

Parent's Name: _____

Phone: _____

Email Address:_____

Preferred method of contact: ___Phone ___Email ___ Other:_____

(OVER)

Nature of your concern that you communicated:

Teacher's response:

Why do you feel your concern has not been addressed to your satisfaction?

What is your desired outcome?

Parent Signature

Date

Upon submission of this information the Director will review your concern, discuss with the Christian Ed. Committee and communicate to you their findings.

Lynne Cuesta

Preschool Director

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610-406-9098

For Director Response:

Date of review: _____

Date of communication to parent: Phone call: _____

Meeting: _____

Outcome: _____
