Schwarzwald UCC
PRESCHOOL

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

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For Director Response:
Date of review:_____
Date of communication to parent: Phone call:_____

Meeting:_____
Outcome:_____