



Armidale & District Family Day Care Ltd.

95 Faulkner St (PO Box 951)
Armidale NSW 2350
Ph: 6772 5300 Fax: 6771 3202
Email: afdc@optusnet.com.au

ABN 67 003 119 775

COMPLAINT NOTIFICATION FORM

Name of person making complaint:

Address of person making complaint:

- Contact details

- Ph:

- Mobile:

- Email:

- Date and time of initial conversation/discussion with Armidale & District Family Day Care Ltd.

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- Name of person issue/complaint was discussed with:

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- Details of the complaint, as perceived by the complainant, and recorded at the time of the initial interview – including dates and times of related incidents and matters:

- The issue/grievance as seen by the person making the complaint:

- Preferred outcome for complainant

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- Proposed timeframe for resolution

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- Record of procedures

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- Record of outcome/resolution

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Signed as a true and correct record of Complaint to date_____

Complainant_____

Company Representative_____