



## WILLIAMS PRESCHOOL COMPLAINT FORM

California *Education Code (EC)* Section 8235.5 requires that the District's uniform complaint procedures be used for the filing of complaints concerning noncompliance with health and safety standards for license-exempt California State Preschool Programs. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response, you must provide the contact information below:

**Response Requested:**       Yes       No

Complainant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_

**Location of the problem that is the subject of this complaint:**

Location of Problem: \_\_\_\_\_ School name: \_\_\_\_\_

Address: \_\_\_\_\_ Room Number: \_\_\_\_\_

Course or Grade Level: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

**Only the following issues may be the subject of this complaint process. If you wish to complain about an issue not specified below, please contact the school or district for the appropriate district complaint procedure.**

**Specific Issue(s) of Complaint:** (please check all that apply; a complaint may contain more than one allegation)

- The preschool does not have outdoor shade that is safe and in good repair.
- Drinking water is not accessible and/or readily available throughout the day.
- The preschool does not provide safe and sanitary restroom facilities with one toilet and handwashing fixture for every 15 children.
- Restroom facilities are not available only for preschoolers and kindergartners.
- The preschool program does not provide visual supervision of children at all times.
- Indoor and outdoor space is not properly contained or fenced or does not provide sufficient space for the number of children using the space at any given time.
- Playground equipment is not safe, in good repair, or age appropriate.

Please describe the issue of your complaint in detail. You may attach additional pages and include as much text as necessary to fully describe the situation:

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Please file this complaint with the preschool administrator or their designee in which the complaint occurred:

Site: \_\_\_\_\_ Preschool Admin/Designee: \_\_\_\_\_

Address: \_\_\_\_\_

Please provide a signature below. If you wish to remain anonymous, a signature is not required. However, all complaints, even anonymous ones, should be dated.

\_\_\_\_\_  
Complainant Signature

\_\_\_\_\_  
Date