

Uniform Complaint Procedures

**PRESCHOOL COMPLAINT FORM FOR
PARENTS/GUARDIANS/PUPILS/TEACHERS**

Education Code 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 to your complaint, you must provide the contact information below.

Response requested? Yes No

Contact information: (if response requested)

Name: _____ Phone Number (Day): _____

Address: _____ Phone Number (Evening): _____

Email address, if any: _____

Date problem was observed: _____

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

School name/address: _____

Room number/name of room/location of facility: _____

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 complaint procedure.

Specific issue(s) of the complaint: (The complaint may contain more than one allegation. Please check all that apply)

- 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.

Uniform Complaint Procedures

- The preschool program does not provide visual supervision of children at all times.
- Indoor or 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 if necessary to fully describe the situation.

Please file this complaint with the person specified below at the following location:

Jay Schwartz, Director, Child Development and Child Care
440 West Lomita Avenue, Glendale, CA 91204

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.

Signature	Date
-----------	------

Exhibit Approved: 07/17/2020

Exhibit Amended: 05/27/2022