



# CONFIDENTIAL

## Parent / Guardian Feedback Form

Play Service

Dear Parent / Guardian,

It is important to us that we get your comments and suggestions regarding our setting and the care of your children to ensure continuous improvement. We would be grateful if you would complete the form below. Please also feel free to speak to a member of staff at any time.

<b>Date</b>	
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Do you want to make a:		
<b>Suggestion</b>	<b>Comment</b>	<b>Complaint</b>

Do you require a reply?	
<b>Yes</b> (if yes please complete your name & address in the section below)	<b>No</b>

<b>Name</b> (optional):

<b>Address</b> (optional):

<b>Telephone</b> (optional):	
<b>Home:</b>	<b>Work:</b>

<p>Please write in your suggestions, comments or complaints (continue on back of form if necessary). Please include any important dates, times, places or names of staff.</p>

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This form has been created as an **example only**.

Reviewed: 05.05.09