

## Feedback to us

Feedback concerning your and your child's experiences in our daycare is valuable to us. If you wish to complain, suggest improvements or praise something you can turn to the staff or the preschool director. If you don't wish to speak to the staff or the preschool director or if you don't think they can solve your problem you can turn to the head of operations at ULNA AB.

You can also use this form

### What happens with a complaint handed in to ULNA AB?

- Once a complaint has been delivered to ULNA AB we will contact you within four workdays to let you know that we have received your matter. The head of operations appoints the person who will investigate the circumstances concerning the complaint.
- The person responsible for the investigation will contact you within ten workdays to let you know how your matter will be handled. If you choose to be contacted by regular mail it may take another few days. The investigation will be documented.
- Once the investigation and documentation is completed the preschool director will report back to the head of operations. The documentation will be archived at the head office.

### Down below you can complain, suggest improvements or praise something.

Preschool: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

What kind of feedback would you like to give us

- Complaint
- Suggest improvements
- Praise

Write your feedback here. Please enter date, time and, if possible, the name of the person in question if your feedback concerns a certain incident.

If you want an answer to your matter you must fill in your contact details. You can choose to get your answer on e-mail or regular mail.

Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Address: \_\_\_\_\_ Postal code and city: \_\_\_\_\_