

## EARLY LEARNING COALITION OF ORANGE COUNTY GRIEVANCE FORM PLEASE SUBMIT FORM WITHIN 14 DAYS OF INCIDENT TO FAX 407-588-9262

## **COMPLAINANT STATEMENT** DATE OF COMPLAINT: NAME OF COMPLAINANT: If anonymously filed, please give phone# or email address. TELEPHONE NUMBER: STREET: CITY & ZIP: COUNTY: EMAIL: CHILD NAME: CHILD CARE PROGRAM: THIS IS A COMPLAINT AGAINST: NAME OF PERSON: SCHOOL/AGENCY NAME: ADDRESS: CITY & ZIP: DISTRICT/COUNTY: TELEPHONE NUMBER: \*\*\*FLORIDA LAW REQUIRES ANY PERSON WHO HAS REASONABLE CAUSE TO SUSPECT THAT A CHILD HAS BEEN ABUSED, ABANDONED, NEGLECTED OR EXPLOITED TO CONTACT THE FLORIDA ABUSE HOTLINE AT 1-800-96-ABUSE OR ONLINE AT HTTP://WWW.DCF.STATE.FL.US/ABUSE/REPORT/ DETAILS OF COMPLAINT (who, what, where, when, why): (Use additional paper if necessary.)



## **COMPLAINANT INSTRUCTIONS:**

- 1. Florida law requires any person who has reasonable cause to suspect that a child or vulnerable adult has been abused, abandoned, neglected or exploited to contact the Florida Abuse Hotline at 1-800-96-ABUSE or online at <a href="http://www.dcf.state.fl.us/abuse/report/">http://www.dcf.state.fl.us/abuse/report/</a>. If your concern includes allegations of abuse or neglect of a child, immediately contact the Department of Children and Families before submitting this form to the Department of Education.
- 2. Fill in completely all information on the first page of this form. If you have further comments or supporting documents that substantiate the information you have given to us or may otherwise assist us in understanding the details of your complaint, please attach that information to this form.
- 3. Sign in the signature block below to affirm that your statement is true and complete to the best of your knowledge.
- 4. Return this form and all attached pages by mail to:

EARLY LEARNING COALITION OF ORANGE COUNTY ATTN: CHIEF OF FAMILY SERVICES OR CHIEF OF PROVIDER SERVICES 7700 SOUTHLAND BLVD STE 100 ORLANDO, FL 32809

5. If you have any questions or concerns about completing this form, please contact the Early Learning Coalition of Orange County at 407-841-6607.

## **COMPLAINANT SIGNATURE:**

Printed Name Signature Date