



526 B Street ♦ Davis, CA 95616 ♦ (530) 757-5300 ♦ FAX: (530) 757-5323 ♦ www.djUSD.net

## PRESCHOOL WILLIAMS UNIFORM COMPLAINT FORM

Education Code 8235.5 requires that the complaint procedures in 5 CCR 4680-4687 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.

Is a response requested?  Yes     No

Contact information: (if response is requested)

Name: \_\_\_\_\_ Date Complaint Filed: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date problem was observed: \_\_\_\_\_ Location of the problem: \_\_\_\_\_

School Name: \_\_\_\_\_ Room number/name of room: \_\_\_\_\_

**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 the 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 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 and include as much text as necessary to fully describe the situation.

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**PRESCHOOL WILLIAMS UNIFORM COMPLAINT PROCESS AND PROCEDURES**  
(Board Policy and Administrative Regulations 1312.4)

**Please file this complaint with the preschool administrator or designee at the school site in which the complaint arises.** The principal or designee shall forward a complaint about problems beyond his/her authority to the Superintendent or designee in a timely matter, but not to exceed ten (10) working days. Complaints may be filed anonymously.

**Investigation and Response**

1. The preschool administrator or designee shall make all reasonable efforts to investigate any problem within their authority.
2. Investigation of a complaint regarding preschool health or safety issues shall begin within 10 calendar days of receipt of the complaint.
3. The preschool administrator or designee shall remedy a valid complaint within a reasonable time period not to exceed 30 working days from the date the complaint was received.
4. If you indicated on the complaint form a desire to receive a response to the complaint, the preschool administrator or designee shall report the resolution of the complaint to you within 45 working days of the initial filing of the complaint. The information shall be reported at the same time to the Superintendent or designee.
5. The response shall be written in English and in the primary language in which the complaint was filed.

**Appeal**

1. If you are not satisfied with the resolution of the complaint, you have the right to describe the complaint to the Governing Board at a regularly scheduled meeting.
2. If you are not satisfied with the resolution offered by the preschool administrator or designee and your complaint concerns a facilities condition that poses an emergency or urgent threat to the health or safety of students or staff, you may file an appeal to the Superintendent of Public Instruction within 15 days of receiving the district's response. You shall comply with the appeal requirements specified in 5 CCR 4632. (Education Code 35186, 5 CCR 4687)

**Public Records**

All complaints and written responses shall be public records.