

FOR PARENTS/GUARDIANS WITH CONCERNS OR QUERIES

Set out below is a list of persons to whom any parent/guardian may direct a concern or query in relation to the running of the La Trobe University Community Children's Centre.

In the first instance communicate with:

- Staff member in charge of child's section or
- Manager of the Children's Centre
Tel: 9479 2122
Email: j.reynolds@latrobe.edu.au
Fax: 9479 3623

If necessary:

- Licensee of the Children's Centre:

Mr Michael Torney,
Director, Student Services
Extension 1592
- Management Committee
- Children's Services Adviser, Ms Marina Ashley
145 Smith Street, Fitzroy 3065.
P. O. Box 1332 Collingwood 3066
Tel: 9412 5333

- NOTE:
1. All written complaints will be acknowledged in writing upon receipt.
 2. All written complaints will, as a matter of course, be forwarded to the Management Committee for their consideration and action.

J. Reynolds,
Manager
Family and Children's Services
Student Services

c.c. Mr Michael Torney/Licensee, Children's Centre
Children's Centre Management Committee

Approved: 25 October 1994
Revised: 30 May 2000
Revised 11 August 2004
Revised 5 July 2005
Revised 23 November 2006
Revised 6 November 2007

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