

COMPLAINT/GRIEVANCE PROCEDURE

If any parent feels he or she has been discriminated against in any manner, he/she may take their grievance to the Board of Christian Education or Board of Trustees of the Scott Depot Christ Fellowship within five days. Such grievance must be in written form and may be delivered in person. The Board(s) will consider the grievance and take appropriate action within two weeks.

I have read and understand the grievance policy and realize I/we may express concerns or make complaints without fear of retaliation.

child/children's names

Parent(s) signature

Date