



## C01 Notification of Complaint

Thank you for submitting your notification. Below is a copy of the information provided in your notification. If there are any issues, please contact your [Regulatory Authority](#) for assistance.

### Notification of Complaints

#### Provider

Provider Name	Capital Region Community Service Limited
Provider Number	PR-00005807
Provider Approval Status	Approved

#### Service

Service Legal Entity Name	
Service Trading Name	Bruce Ridge Early Childhood Centre
Service Approval Number	SE-00009755
Service Approval Status	Approved

### Complaint Details

Please select the relevant notification and provide/attach the information required	Complaints alleging that the Law has been contravened
Please supply the following information: - Complainant name and contact details	<a href="#">P01</a> <a href="#">P01</a>
Please supply the following information: - Date complaint received - Copy of written complaint (or written summary) and any other relevant documentation (including correspondence, photographs, statements, etc) - Steps taken/actions planned by approved provider in response to the complaint	Date Received - 17/04/2023  The copy of the complaint received today is attached in a Word Document.  Next steps is for Exec Manager of Education and Care to discuss the previous communications, read over Risk Minimization Plans and work with the Parent, Director, and all other stakeholders that have been included in the management of the Childs Risk Minimisation Plan. Provided CECA further documents such as Risk Minimization Plan and other required documents of previous meetings, current meetings and future meetings to arrive at a safe outcome for managing the Childs dietary and medical condition needs.
Please upload any relevant documentation	
Letter of complaint.docx	Complaint letter - <a href="#">P01</a> <a href="#">P01</a>

Submitted By: [P01](#) [P01](#)



## Child Details

Child's Name

Child's Gender

Child's Date of Birth

## Contact Details

Name

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Phone Number

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Email Address

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