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FOOTPRINTS IN THE SAND DAYCARE



Subject: *Non-Discrimination in Services*

To: *Parents/Clients*
From: *Kimberly Schalk, Director*

Admissions, the provisions of services, and referrals of children and clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin(including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/student (and /or their guardian) who believes they have been discriminated against may file a complaint of discrimination with:

*Footprints in the Sand Daycare
400 Corporation Drive Suite 3
Aliquippa, PA 15001*

*Department of Public Welfare
Bureau of Equal Opportunity
Room 223, Health & Welfare Building
P.O. Box 2675
Harrisburg, PA 17110*

*PA Human Relations Commission
301 Fifth Avenue
Suite 390, Piatt Place
Pittsburgh, PA 15222*

*U.S Department of Health & Human Services
Office of Civil Rights
Suite 372 Public Ledger Building
150 South Independence Mall West
Philadelphia, PA 19106-9111*

*Commonwealth of Pennsylvania
DHS/Bureau of Equal Opportunity
Western Regional Office
301 Fifth Avenue
Suite 410, Piatt Place
Pittsburgh, PA 15222-1210*

We welcome you and your family to the Footprints in the Sand Family!

Sincerely,
Kim Schalk
Footprints in the Sand Daycare
400 Corporation Drive Suite 3
Hopewell Business Park
Aliquippa, PA 15001