



FOOTPRINTS IN THE SAND DAYCARE



Subject: *Non-Discrimination in Services Policy Statement*

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 (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including limited English proficiency), age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth).

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
Phone: 724-203-0097
Fax: 724-203-4728
Email: footprints.cares@gmail.com

Commonwealth of Pennsylvania

Department of Human Services

Bureau of Equal Opportunity

Room 225, Health & Welfare Building
P.O. Box 2675

Harrisburg, PA 17110

Email: RA-PWBEOAO@pa.gov

(Withing 90 days from the date of incident)

Office of Civil Rights

U.S Department of Health & Human Services
Centralized Case Management Operations
200 Independence Avenue, S.W.

Room 509 HHH Bldg

Washington, D.C. 20201

Customer Response Center: (800)368-1019

TDD: (800)537-7697

<https://www.hhs.gov/orc/complaints>

Email: ocrcomplaint@hhs.gov

(Withing 180 days from the date of incident)

Pennsylvania Human Relations Commission

333 Market Street, 8th Floor

Harrisburg, PA 17101

<https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx>

Inquiries: (717)787-4410

TTY users only: (717) 787-7279

(Within 180 days from the date of incident)

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