



West Chester Area Day Care Center
 501 E. Niels Street • West Chester, PA 19382 • 610-696-8447 • Fax 610-696-0461



SUBJECT: Nondiscrimination Policy Statement / Equal Employment Opportunity
TO: Staff
FROM: Betsy Billie, Executive Director

Betsy Billie

An open and equitable personnel system will be established and maintained. Personnel policies, procedures, and practices will be designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin, age, or sex. Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees. Any employee who believes they have been discriminated against may file a complaint of discrimination with any of the following:

West Chester Area Day Care Center
 501 East Niels Street, West Chester PA. 19382 wcadcc@gmail.com

Commonwealth of Pennsylvania Department of Human Services
 BEO/Office of Civil Rights Compliance Room 225,
 Health & Welfare Building P.O. Box 2675 Harrisburg, PA 17120
 Inquiries: (717) 787-1127 Email: RA-PWDHSCivilRights@pa.gov

Office for Civil Rights U.S. Department of Health and Human Services
 Centralized Case Management Operations
 200 Independence Avenue, S.W. Room 509F HHH Bldg
 Washington, D.C. 20201
 Customer Response Center: (800) 368-1019 TDD: (800) 537-7697
<https://www.hhs.gov/ocr/complaints> Email: ocrcomplaint@hhs.gov

U.S. Equal Employment Opportunity Commission
 801 Market Street, Suite 1000 Philadelphia, PA 19107-3126
 Inquiries: (800) 669-4000 TTY users only: (800) 669-6820
<https://www.eeoc.gov/federal-sector/overviewfederal-sector-eeo-complaint-process>
 Email: PDOContact@eeoc.gov

Pennsylvania Human Relations Commission
 333 Market Street, 8th Floor Harrisburg, PA 17101
<https://www.phrc.pa.gov> File-a-complaint Inquiries: (717) 787-4410 TTY users: (717) 787-7279

Employee Signature: _____ Date: _____

Administrator Signature: _____ Date: _____