



Bucks County
Community College

275 Swamp Road
Newtown, PA 18940-4106
215-968-8000

SUBJECT: Non-Discrimination in Services Policy Statement

TO: Early Learning Center Parents/Guardians

FROM: Jo Ann Eckley, Early Learning Center Director

Admissions, the provisions of services, and referrals of clients shall be made at the Early Learning Center 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 should be made accessible to eligible people 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 parent/guardian who believes they have been discriminated against may file a complaint of discrimination with:

Bucks County Community College

Chief Human Resource Officer
275 Swamp Road, Tyler Hall
Newtown, PA 18940
Inquiries: 215-968-8090
Email: jill.blanco@bucks.edu

Commonwealth of Pennsylvania

Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov
(Within 90 days from the date of incident)

Office for Civil Rights

U.S. Department of Health and 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/ocr/complaints>
Email: ocrcomplaint@hhs.gov
**(Within 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](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)**

Parent Guardian/Signature

Date

Director/Staff Signature

Date