



# PARENT HANDBOOK

FOR PRESCHOOL AND AFTERSCHOOL ACADEMY

*Our program is a Christian and faith-based approach that fuels a desire to commit to long-term development, increasing human dignity and hope that God can and does change people and systems.*



**THE**  
**FOUNDRY™**

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THEFOUNDRYBG.ORG

## THE FOUNDRY PRESCHOOL & AFTERSCHOOL ACADEMY STAFF

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Terry Daniels ..... Foundry Executive Director  
Melanie Llontop..... Education Director  
Elizabeth Outman..... Assistant to the Education Director  
Aaliyah Davis..... Foundry Preschool Teacher  
Tonya Naftel ..... Foundry Preschool Teacher  
Shannon Tuggle ..... Foundry Preschool Teacher  
Clarissa Moore ..... Foundry Preschool Teaching Assistant  
Kayla Nichols..... Foundry Preschool Teaching Assistant  
Tonya Naftel ..... Afterschool Coordinator  
Casey Russell ..... Afterschool Assistant  
Leann Chapman ..... Lunchroom Manager  
Shelia Beasley..... Housekeeping

## THE FOUNDRY PRESCHOOL & AFTERSCHOOL PHONE, FAX, & WEBSITE

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Foundry Telephone ..... 270-935-5290  
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# THE FOUNDRY™

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## A BRIEF HISTORY

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In 2010, the Bowling Green District of the United Methodist Church began seeking opportunities to address poverty in the West End of Bowling Green. That same year, the Bowling Green District purchased the former Boys and Girls Club, instituted a Board of Directors, and established The Foundry Christian Community Center in the heart of the West End.

The Foundry's overall mission is to develop leaders among the children and youth of the West End of Bowling Green. Efforts are concentrated on children, especially preschool-aged children. Even more specifically, it is designed to identify high-potential children and families who might otherwise go unidentified and under-resourced. An explicit goal for the educational component of The Foundry's Strategic Plan is to establish a high-quality environment at The Foundry, built on Christian principles that provide a spiritually nurturing and educationally stimulating environment and effective early childhood education strategies that prepare children and their parents for a successful transition to school.

## OUR GUIDING PRINCIPLES

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We believe...

- That each individual is endowed with human dignity, is of value, is unique, and is entitled to respect and rights as an individual.
- That quality preschool education is a primary vehicle for escaping the negative effects of poverty.
- That the contributions of our diverse backgrounds and differences of ability are essential to the strength and richness of society and of our school.
- That the integration of these backgrounds and abilities in our school, both in curriculum and in practice, is essential to quality education.
- That education for all individuals should lead to the individual's highest degree of independence and competence.
- That since our society values productivity and that education should equip all individuals for meaningful, satisfying work.
- That a close interrelation among academics, independent living skills (including leisure activities), and vocational education is necessary to meet each individual's total developmental needs.
- That the school, family, and community-at-large should recognize each other's significant roles in order to enhance the education of our children.
- That effective education comes from a responsible and mutual effort on the part of the school, individual, family, and community-at-large, including planning the curriculum, achieving the educational objectives, and providing the necessary resources.

## PARENTAL AND CHILDREN’S RIGHTS

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Kentucky Administrative Regulation 199.898 gives specific rights for children in childcare programs and their parents, custodians, or guardians. Those rights are as follows.

1. All children receiving childcare services in a day care center licensed pursuant to KRS 199.896 shall have the following rights:
  - a. The right to be free from physical or mental abuse
  - b. The right not to be subjected to abusive language or abusive punishment
  - c. The right to be in the care of adults who shall meet their health, safety, and developmental needs.
2. Parents, custodians, or guardians of children have the following rights:
  - a. The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider
  - b. The right to be provided with information about childcare regulatory standards, where to direct questions about regulatory standards, and how to file a complaint
  - c. The right to file a complaint against a childcare provider without any retribution against the parent, custodian, guardian, or child
  - d. The right to obtain information from the Cabinet for Health Services regarding any type of licensure denial, suspension, or revocation of an operator and Cabinet reports that have found abuse or neglect by any childcare provider or any employee of a childcare provider. Identifying information regarding children and their families shall remain confidential.
  - e. The right to obtain information from the Cabinet regarding the inspections and plans of correction of the day care center within the past year
  - f. The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

## CONFIDENTIALITY

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All information concerning children and families participating in any of our programs is kept in strict confidence. We ask that parents set up conferences to discuss concerns.

## STAFF QUALIFICATIONS AND COMMITMENT

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The Foundry employs a well-qualified and experienced staff. Our staff receive continuous training in early childhood development through agencies and colleges such as Western Kentucky University. At least one staff person in each classroom is trained in CPR/First Aid. Staff have completed a criminal record background check as well as a child abuse and neglect check.

Volunteers that assist in our program originate from various college or school programs seeking service hours and from local church organizations, grandparents and others who are interested in

working with young children. These volunteers are a great asset to our program. All Foundry volunteers are required to complete appropriate screening and training before they are allowed to serve at The Foundry. Volunteers will not be left alone with children unsupervised and will not be allowed to discipline children.

The director and staff of The Foundry will make every effort to develop a positive learning environment for your child. The school will provide a variety of services and activities, including individual assistance for students, group mediation between students, parent and teacher consultation, parent involvement classes, student assessment through classroom reports and Brigance testing, and the provision of information on other services in the community. The director will also be a liaison with the Bowling Green and/or Warren County Schools for students who need further evaluation or who have special needs, including educational modifications.

## STATE STANDARDS

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The state minimum standards provided by the Kentucky Cabinet for Health and Family Services regulating childcare operations within the state are available at The Foundry for review by parents. The Foundry is committed to accreditation staffing ratios, and it will at no time fall below state minimum standards.

## ADMISSIONS/ENROLLMENT

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The Foundry accepts children ages three years through five-years-old for the preschool and children in grades K-5th grade for the afterschool program. All children must be fully toilet trained and live within the Parker-Bennett-Curry, Dishman-McGinnis, TC Cherry or Warren Elementary districts. Tours of The Foundry are given upon request. Enrollment is at the discretion of The Foundry based upon the best interests of the child, the expectation that he/she will benefit from the program, and the welfare of other children enrolled. Enrollment does not discriminate based on race, sex, creed, religion, or national origin.

Enrollment is based on availability of space, and a waiting list is kept for interested families when space is not available. Priority registration will be granted to children and siblings who have previously attended The Foundry. As openings become available, a student on the waiting list will be contacted for registration. All actions listed on the enrollment checklist must be completed prior to the start of care at The Foundry. A new enrollment form must be completed and turned in to The Foundry during the registration period each year the child remains enrolled in the program. A full year's enrollment is equivalent to a calendar school year. Enrollment information must be kept current. You are required by state law to update personal information as needed.

The Director also reserves the right to transfer a child from one classroom to another for social and/or educational reasons that are in the best interest of the child. The director reserves the right to discharge a child if you fail to meet the Parent Involvement requirements or express ongoing and highly critical input about The Foundry, staff, etc. or create a hostile work environment for

staff. In addition, should you wish to withdraw your student from The Foundry, it is mandatory that you give a two-week written notice before terminating childcare services. Verbal notices are not acceptable.

## **ATTENDANCE, DROP-OFF, AND PICK-UP, EMERGENCY EVACUATION**

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The Foundry is open Monday through Thursday. Preschool hours are from 8 AM to 3:00 PM. The Afterschool Program is open Mondays through Thursdays from 3:00 PM to 5:00 PM.

Routine and consistency help children feel secure in an environment. So, consistent attendance is very important. If your child is going to be absent or will be arriving late, please call and inform us as soon as possible (no later than 8:30 AM) so that staff can make appropriate adjustments. If no one calls the school, a staff member may call to check on the child for safety reasons. A child should be fever, vomiting, or diarrhea-free for 24 hours before returning to school. Students who are sent home during the school day for any of these reasons should not return to school the following day.

Due to the privately funded scholarships that grant each child a spot in our program, attendance is strictly enforced. If your child has five (5) absences or tardies (without a valid excuse) per semester (fall or spring), the student will not be admitted the following semester or year, and the next child on the waiting list will be able to enter into the program. Students who leave before 2:45 without a valid excuse (professional appointments, family emergencies, etc.) will also be considered tardy.

If you have not called or your child has not been picked up at the time of dismissal, after 15 minutes the alternate contact will be called to pick up the child. If you or an alternate contact has not shown up within 30 minutes of dismissal, the police will be notified.

In the event of a disaster or severe weather emergency that requires children to be transported away from The Foundry location, children will be housed at Faith United Methodist Church located on 1900 Veterans Memorial Lane, Bowling Green, KY 42101. We will notify parents of this change if the need ever arises. If children are moved to an offsite location, you can contact Faith United Methodist Church at (270) 843-8430 or The Foundry at (270) 935-5290.

## **SECURITY**

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Children are never released to anyone other than a parent or guardian unless the person appears on the child's authorized escort list. Any escort other than a parent or guardian must present a picture ID to the director of the preschool or designated person in charge. Any person listed on the child's authorized escort list must be at least 16 years of age.

If a parent or any other individual is court-ordered not to have contact or to pick up a student, we MUST have a legal document, signed by the court officials, on file to verify the court's decision. If this changes at any time during the school year, please provide us with the new papers signed by the court.

## TUITION, FEES, AND WAIVERS

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Preschool and afterschool tuition are waived as a full scholarship if you follow the guidelines in this handbook and meet the Parent Involvement program requirements as outlined by The Foundry Christian Community Center. This handbook and the corresponding student enrollment packet serve as the contract between you and The Foundry.

## PARENT INVOLVEMENT REQUIREMENTS

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As the most influential people in your child's life, you have a unique opportunity to prepare your child for future success. The goal of our Parent Involvement is to partner with you, to help you understand your child's development and learn simple things you can do to help your child learn. As such, The Foundry is committed to providing a variety of information, classes and learning opportunities for you so that you can be more involved with your children, children's school, and community.

A full scholarship to attend The Foundry preschool program is a valuable opportunity for your child to experience a top-notch educational opportunity. Since enrollment is limited, it is extremely important that you understand your role in securing a spot for your child. The following is a list of mandatory requirements that must be met for a child to attend The Foundry preschool or afterschool:

1. Attend Community Involvement Events

The Foundry requires that you take an active role in your child and community by participating in FOUR Community Involvement Events (TWO for afterschool parents/guardians) per school year. These can be earned by participating in Foundry holiday celebrations or volunteering in some other capacity in the community.

2. Attend Parent Involvement Classes

You will be required to participate in SIX Parent Involvement Classes (THREE for Afterschool parents/guardians). Dates will be posted at The Foundry, and you will be personally informed. In addition, you may also attend Parenting Involvement Sessions/Classes at other schools. Written documentation of attendance must be provided.

3. Attend Parent Teacher Conferences

Furthermore, you must attend TWO Parent Teacher Conferences (one per semester). Afterschool parents are required to attend one mid-year conference. This is an opportunity for you to speak with your child's teacher about his/her academic progress, social behavior, and to identify and resolve any issues. This will ultimately lead to further success and the well-being of your child. Dates for the conferences will be determined and set up by your child's teacher.

4. Educational Improvement or Employment Verification

The following is a mandatory requirement and a crucial element of a successful household:



- At least one parent/guardian must be enrolled or participating in educational improvements such as GED, ESL classes, college courses, career training, or Ready to Work/Jobs for Life program OR
- At least one parent/guardian is employed a minimum of 20 hours a week. Proof of employment or educational improvement opportunities is required.

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### Preschool Parent Involvement Requirements

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Community Involvement Events	4 per year
Parenting Classes	6 per year
Parent Teacher Conferences	1 per semester; 2 per year
Education Improvement or Employment Verification	Participating in educational improvement such as GED, ESL classes, college courses, career training, or Ready to Work/Jobs for Life program OR at least one parent employed a minimum of 20 hours a week.

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### Afterschool Parent Involvement Requirements

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Community Involvement Events	2 per year
Parenting Classes	3 per year
Parent Teacher conferences	1 per year
Education Improvement or Employment Verification	Participating in educational improvement such as GED, ESL classes, college courses, career training, or Ready to Work/Jobs for Life program OR at least one parent employed a minimum of 20 hours a week.

You will be personally notified of Community Involvement and Parent Involvement opportunities. It is your responsibility to sign in at each event to receive the credits. If you do not see a sign-in sheet, you will be held accountable to notify The Foundry staff member. Failure to do so can result in unaccounted participation hours. This is for your benefit as it removes the possibility of staff error in the recording of valuable credits.

## DAYS AND HOURS OF OPERATION

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The preschool program operates from 8:00 AM to 3:00 PM Monday through Thursday throughout the school year. Afterschool hours are from 3:00 PM to 5:00 PM Monday through Thursday throughout the school year. The Foundry follows the same school schedule as the Bowling Green Independent School District.

If Bowling Green Independent Schools are closed due to bad weather, a legal holiday, or other issues, The Foundry will be closed as well. Check local TV station, WBKO for weather closings.

## ITEMS FROM HOME

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All belongings (clothing, book bags, lunch boxes, etc.) must be clearly labeled, preferably in permanent marker, with your child's name. The Foundry is not responsible for lost, stolen or damaged personal items or money and will not replace lost or damaged items.

We ask that you do not let your child bring electronics, toys, chewing gum, candy, or money to The Foundry. We also recommend that your child not bring other personal items to school because they are too easily lost or misplaced. War toys (guns, swords, or related items) are never permitted.

## SAFETY

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To ensure the safety of our children and friends, please obey the posted designated parking area. This is strictly enforced. We encourage you to use seat belts and/or appropriate car seats for your child while driving to and from school. Do not leave keys in your car's ignition or leave your car running while unattended in the parking lot. Do not park in the flow of traffic due to buses that will be transporting our children. Please see the drop-off and pick-up map on page 15.

## USE OF TOBACCO/SMOKING/VAPING

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Use of tobacco, smoking and vaping are not permitted in any of the outside areas used by the children or in the building at any time. The Foundry is committed to ensuring the health and safety of everyone on campus.

## HEALTH AND IMMUNIZATIONS

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Your child's current immunization record must be provided upon enrollment. A written physician's statement is required if your child has any health problems, allergies to any food/milk that The Foundry may serve, requires the use of breathing machines, or has a limitation of physical activity, etc. Verbal communication of such medical conditions is not sufficient. These forms should be updated as changes occur in your child's condition.

Should your child become ill during his/her day at The Foundry, you will be notified immediately. Illness can be (but is not limited to) the following: three loose bowel movements within one hour, vomiting, unusual behavior, fever over 100 degrees, rash, or coughing

excessively. As The Foundry is not equipped to care for sick children, you will be asked to make arrangements to have your child picked up as soon as possible. Until your arrival, your child will be isolated from the other children in a supervised area to prevent the further spread of illness. Children who are sick should not be brought to The Foundry and should not return until they have been fever- or illness-free for at least 24 hours unless otherwise noted from a physician in written form. All notes from physicians must specify the exact date on which a child may return from an illness and should state the illness the child has had, as well as any requirements to be followed after the illness.

*We cannot overemphasize the importance of keeping your emergency phone numbers up to date in case of illness or injury.*

To provide the best possible care for your child, it is important we have full knowledge of your child's medical and developmental needs including allergies, disabilities, developmental delays, medications and/or cognitive functioning. It is your responsibility to notify our staff of concerns so we can adjust staffing, program plans, etc.

The Foundry director will administer medication to non-infectious children in attendance but only with daily written permission from the parent or guardian in the form of a Medication Permission form. These forms are available in the administrative office. All medications must be clearly labeled in the original containers and/or be prescribed for the intended user only. In other words, we cannot give your child medication that was prescribed for a sibling. The amount you specify on the drug waiver and the dosage listed on the medicine container must be the same.

We will not give over-the-counter medicine unless a daily drug waiver is signed by a parent or guardian. The over-the-counter dosage cannot exceed what is on the medication label. If your child is younger than the age specified as appropriate on the label, a doctor's prescription is necessary in addition to the drug waiver signed by the parent. All medicine should be handed to the preschool director directly. At no time should you leave medicine in an area accessible to a child. The Foundry is required by state regulation to keep all medicine out of children's reach in a locked container or cabinet.

## HEAD LICE/NITS POLICY

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Head lice do not transmit disease. A head lice infestation is not related to poor hygiene and may be present at all socioeconomic levels. However, head lice are spread through head-to-head contact and indirect contact such as sharing combs, brushes, scarves, hats, etc. For this reason, The Foundry has established the following policies and procedures regarding nits (lice eggs) and head lice

Regular, discreet head lice checks are performed on every student at The Foundry. If nits are found, you will be notified at the time of dismissal.

You will be asked to treat your child for nits, and Foundry staff will discreetly check your child daily until no nits are present.

If lice are discovered at any time, you will be called to pick up your student. Your child will not be allowed to reenter The Foundry programs until your child is lice-free.

## ACCIDENTS AND EMERGENCIES

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Occasionally, children get slight bruises or scrapes while playing. Staff are trained in pediatric first aid to help if small scrapes or bruises happen. Parents will receive an incident report for any injuries. If an injury happens away from school, please let the teacher know when you drop your child off for school.

If a child becomes seriously ill or injured while in The Foundry's care, Emergency Medical Service (EMS) will be contacted in addition to the child's parents. If the EMS feels that the child requires a hospital visit and you are unable to be reached or cannot arrive in a short period of time, a staff member will accompany the child to the hospital. We also have staff trained in CPR and First Aid. You will be responsible for all costs incurred for injuries that may occur while at the program.

## DISCIPLINE

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The Foundry uses a positive approach to discipline. Children are encouraged, directed, or re-directed, as necessary. In the rare occasions that a child does not accept direction or redirection, "time out" is used. During "time out" a child must refrain from his/her present activity for up to one minute for each year of the child's age and must sit quietly. This is always in the presence of the staff. We encourage the children to solve their own problems with guidance from the teachers.

While in The Foundry's care, no child will be subjected to any method of physical punishment. There will be no disciplinary measures associated with toilet training, food, or sleep.

In order to ensure that the children understand our expectations, please go over these three character-building objectives with your children:

1. Be Respectful of self, others, and surroundings.
2. Be Responsible and prepared at all times.
3. Be Ready to follow directions and procedures.

General rules for The Foundry.

- No fighting/arguing allowed.
- The use of profanity/clothing with profane or suggestive sayings is prohibited.
- Verbal threats toward staff or participants are prohibited. Violation can lead to legal charges being brought against the offender.
- Touching/placing hands on staff or participants in a threatening way is strictly prohibited. Violation can lead to legal charges being brought against the offender.
- Stealing/theft is prohibited. Note: The Foundry is not responsible for the loss, theft, or damage of personal property.

- Intentional vandalism is prohibited
- Use/influence/possession of drugs/alcohol is prohibited.

Should a student’s behavior become a continual disruption to the teacher, staff, other students, or the educational atmosphere of a classroom, the child may be removed from the classroom for a period of time and placed with the director or another staff member for a “time out.” At no time will the child be left alone. If the behavior continues, the parent may be called to pick up the student early. In addition, if the behavioral problems become a consistent distraction, the child may be temporarily suspended from attending The Foundry. These steps are taken in the effort to give the student an opportunity to learn that certain aspects of behavior and attitude are unacceptable in the school community.

## CHILD ABUSE

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All teachers, child care workers and administrative staff of The Foundry are required to report any suspected child abuse or neglect to the Cabinet for Health and Family Services, Child Protective Services or the local police, in accordance with Kentucky administrative regulations.

## VISITATION

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You are welcome for visitation. We encourage you to visit your child and classroom and to stay involved with your child’s learning. If you wish to volunteer on a regular basis, you must meet state regulations for volunteers. If there is an individual not allowed to visit your child at The Foundry, legal documentation must be provided.

## COMMUNICATION

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It is very important to maintain open communication with you. We need to know your expectations of The Foundry, and you need to know our expectations of you. It is very important for you to remember to schedule a time to consult with your child’s teacher. Short, informal chats with your child’s teacher are encouraged at pick-up and drop-off times. These short conversations are valuable to parents, child, and staff. However, please keep in mind your child’s teacher is also caring for other children at these times, and it may not be possible for the teacher to talk at length. Teacher/parent conferences will be scheduled twice yearly—once during the first six months of your child’s attendance in the new classroom and again in the last six months to assess progress and development. If you would like an additional conference, feel free to contact your child’s teacher.

For the latest up-to-date information, please visit our website at <https://thefoundrybg.org/> or Facebook page named [The Foundry Christian Community Center](#), and follow us on Twitter at <https://twitter.com/thefoundrybg>

## CLOTHING

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We will take your child outside daily (weather permitting). Please dress your child appropriately with proper outer garments for the current temperature and shoes that will allow for running and

climbing. If weather does not permit for outside play, we will have recreational play in the gymnasium area within the building.

When dressing your child for school, keep in mind that active play is the basis of our program. Play clothes and gym shoes seem to work best. We encourage you to dress your child in clothes that are comfortable, practical, and safe for running and climbing. In addition, every preschool child needs to have one spare change of clothing left at school (socks, underwear, shirt, and shorts/pants). Please leave a complete change of clothes at The Foundry in case of a spill or toilet accident. Please mark these articles with your child's name and promptly replace them if they are used. Clothing that will easily accommodate quick, easy, and independent toilet access is encouraged.

## FIELD TRIPS

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Field trips may be taken by the children of The Foundry. Notice of field trips is sent home in advance of the excursion. You should expect to complete a field trip permission form giving permission for your child to participate. The group's staff-to-child ratio is maintained on field trips. Travel for field trips is provided by licensed transportation.

## INTERNET AND ELECTRONIC MAIL

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To have access to the internet, you must grant permission for your child to access networked computer services. Some materials on the internet may be objectionable. You should set and convey good standards for your students by selecting, sharing, researching, or exploring electronic information and media. Students must agree to comply with internet and electronic mail rules and to communicate via the network in a responsible manner while abiding by all relevant laws and restrictions. The Foundry staff will discuss the merits of using electronic mail and the internet available through the school network. Access will only be granted if a student is found to be trustworthy and reliable and it is believed that he/she will comply with the school's rules.

## MEALS AND SNACKS

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The Foundry provides breakfast, lunch, and snacks for all students. Weekly menus are posted in the cafeteria. Afterschool students are also given a snack. Meals served meet the serving and nutritional requirements of the Child and Adult Care Food Programs (CACFP).

Children are encouraged to eat a little of each of the foods served; however, they will not be required to do so. Any child who has food allergies, is a vegetarian or has dietary restrictions must have a physician's statement on file. Children will be offered seconds and thirds should they need extra helpings.

State regulations prohibit us from giving homemade food items to children in our care. Due to this restriction, children are encouraged to eat the snacks/meals provided by The Foundry; however, if a parent/guardian feels the need to provide lunch/snack from home, you may discuss this with The Foundry director beforehand.

CACFP Non-Discrimination Statement - In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or 8 (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.”