FIRST STEP LEARNING CENTER CIVIL RIGHT POLICY STATEMENT

* FIRST STEP LEARNING CENTER does not discriminate in attendance practice or in hiring practices because of race, sex, color, national origin, age, disability, religious belief, or political belief in the operation of the child and adult care food program.
* The center director will notify the owner or board of directors immediately upon receipt of a complaint as well as each step of the procedure is followed.
* The center director will give parents a complaint procedure at the time of registration/enrollment.
* The center director will explain grievance procedures to each new employee as part of the orientation process.
* The center director will assist parents or employees with complaints.