

Complaint Procedure

If a parent of the center has a complaint, the complaint needs to be submitted to the director within one week of the complaint. The director will evaluate the complaint and give an answer or resolution within one week. If the employee is not satisfied, the parent may appeal to the Child Care Center Board within five days. The Board will respond within 30 days. The Board Decision is final.

Harassment

Harassment of any type will not be tolerated. If you have a concern about harassment, you are to report it immediately to the Director.

First Presbyterian Child Development Center of South Charleston does not discriminate against race, gender, nationality, or religion, color, or handicap.

(Signature)

(Date)