

Welcome to AGNA!

We consider it a privilege to partner with you in encouraging the education and growth of your child.

Please read this handbook carefully and ask questions about anything that's not clear to you! The responsibility of nurturing your child is a life-long commitment. Building on the right foundation is of absolute importance.

OBJECTIVES

1. To provide the opportunity for a quality early childhood education for each child, emphasizing the basic skills of learning within a safe, loving and secure atmosphere while complying with directives from the various regulating agencies.
2. To give each child the opportunity to experience a personal relationship with Christ as they see God's love demonstrated in daily routine.
3. To foster in each child a desire to learn and look forward to coming to school.
4. To provide guidance that will enable each child to interact socially with other children and adults by nurturing positive self-esteem, good sportsmanship, good manners, and respect for others.
5. To create an environment where children learn to listen and follow instructions.
6. To offer support to the families of our children through consistent communication, education about age-appropriate behaviors and skills, and by committing to pray for the strengthening of every family.

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The Avon Grove Nazarene Academy is a ministry of the Avon Grove Church of the Nazarene. It is governed by the Academy Board, under the authority of the Church Board, as described in the Manual of the Church of the Nazarene. The director gives overall supervision to the daily operation.

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Our services and employment are provided in a nondiscriminatory manner, without regard to race, sex, color, national origin, ancestry, religious creed, disability and age.

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AGNA is committed to creating a welcoming and nurturing learning environment where every child is valued and respected. We believe all children deserve opportunities to learn, grow, and participate in meaningful early childhood experiences.

Our program is designed to meet the needs of a wide range of children. However, even with the extensive experience of our staff, there may be circumstances in which we are unable to safely or effectively meet a child's individual educational, behavioral, medical, or developmental needs.

Enrollment decisions are made considering the child's needs and our ability to provide appropriate support while maintaining a safe and positive learning environment for all children.

Our goal is always to act in the best interest of the child and family by helping ensure that each child is placed in an environment where they can thrive and receive the support necessary for success. When we determine that our program is not the most appropriate setting for a child, we will communicate openly and respectfully with the family and, whenever possible, assist them in identifying alternative programs, services, or community resources that may better meet their child's needs.

POLICIES AND PROCEDURES

Absences

If your child will be absent, please let us know! Call the Academy office at (610) 869-9530 or e-mail us at agnacademy@verizon.net.

Attendance Policy (Kindergarten ONLY)

AGNA is required by Pennsylvania law to track student attendance for those attending our kindergarten. For students to make the most of educational opportunities at AGNA, they must be in class regularly, on time, and prepared. Both home and school must encourage habits of good attendance and preparation. A maximum of ten parental excuses may be provided per school year. Once a student has reached 10 parental excuses, all remaining notes must be from a doctor or the absence will be considered unexcused.

The following are the only reasons that a student will be excused from school:

1. Illness – if a student is absent from school for 3 consecutive days, a note from a physician is required in order for the days to be excused. AGNA will not accept a parent note to excuse an absence of 3 or more consecutive days.
2. Death in the immediate family
3. Religious holidays
4. Health care appointments
5. Educational family trips
6. Urgent family reasons
7. Court appearances

Students who are absent must bring a signed note from a parent or guardian (please include the student's name, the date(s) of absence, and the reason for the absence) upon returning to school. Excuse notes must be received within three (3) days. An absence will become unlawful if no written excuse is brought in within three (3) days of the students return to school.

Behavior Policy

We believe children have the opportunity to thrive when they know what the behavior expectations are and should be free to play and learn without fear of being hurt or unfairly restricted by others. Our goal is to provide an environment in which there is acceptable behavior for children, parents, and staff - and that all learn to respect themselves, other people and their environment. We expect all involved in our center - children, parents, staff and volunteers - to abide by these rules consistently.

The span of ages and development represented in our Center is broad. Behavior that is considered age-appropriate for a preschooler is not appropriate behavior for a school aged child, staff or parent. Since it is our responsibility and desire to nurture all to succeed in learning appropriate boundaries and responses, we use the following discipline policy.

We define negative behaviors as:

1. Actions or responses that create an unsafe situation for any child or adult.
2. Repeated actions or responses that interrupt the learning and play of the child or other children
3. Disrespect of people or property.
4. Continued disregard of instruction given by AGNA staff.

Our methods of nurturing the behavior of children are positive. They include speaking immediately and directly to the child to confirm that they understand the need for changing their behavior, redirection, withdrawing privilege of an activity and time out (equal to one minute per age of the child).

Staff at AGNA will handle most small discipline issues (students not sharing with friends, disagreements, pushing in line, etc.) within the course of classroom activities and without parent notification.

In the event of repeated negative behavior parents will be notified as follows:

1. If your child is sent to the office you will receive an office report, phone call, or email from the director.
2. If your child is sent to the office twice in the same day you will receive a call to immediately come pick your child up from care for the day and talk with the director to determine a plan of action. Failure to pick your child up immediately will result in your child being unable to attend care the following scheduled school day.
3. Repeated visits to the office or a parents' unwillingness to participate in the plan of action may result in suspension or withdrawal from AGNA.

If your child is sent to the office for reasons of physical aggression or inappropriate touching this will be considered a major offense and will be treated more seriously than the plan above.

1. First offense: Following the incident, parents will be called and asked to pick up the child immediately. If parents fail to come immediately, the student will be suspended for the following scheduled school day.
2. Second offense: Following the incident, parents will be called and asked to pick up the child immediately. The student will be suspended from care at AGNA for the next 2 scheduled days. (If parents fail to come immediately, the student will be suspended for the next 3 scheduled school days.)
3. Third offense: Parents will be called for immediate pick-up, and the student will be withdrawn from care at AGNA.

Calendar

A school calendar is distributed at the beginning of the school year. Important dates can also be referenced on the calendar on this website.

Closings

If the public schools close for inclement weather or a state emergency, the Academy is also closed. If the public schools declare a two-hour delayed opening, AGNA will open at 9:00 with all classes beginning at 10:30. CALL the center at 610-869-9530 and listen to the message on the answering machine or check the AGNA Facebook page. Refunds are not given for closings.

Curriculum

We use multiple sources of reference for our curriculum with continual study of credible research in child development. Monthly themes reflect age-appropriate readiness skills in phonics, reading and math. Bible stories, Bible memorization, music, character building stories, art activities, music and play, cooking, science and nature activities combine to make very full days!

Drop-Off / Pick Up

Please enter the parking lot s-l-o-w-l-y. We ask that you escort your child to their designated entrance door and connect with their teacher. Your responsibility for the care of your child begins at the moment of pick up. Please do not leave younger children unattended in your car.

Parents are expected to be on time to drop off and pick up their children. A habit of late pickups will result in a \$20.00 charge for the first 10 minutes and \$10 for every 5 minutes thereafter for each subsequent late pick up.

E-mail

Much of our communication is sent via email. Please notify the center of any change to your email address.

Emergencies

Refer to the Emergency Operations Policy found in this handbook.

Fundraisers

Fundraisers are a way for us to purchase items for the school that tuition alone does not cover. Two or three seasonal fundraisers will be held throughout the year. Students are never obligated or pressured in any way to participate in the fundraisers.

Guests

Contact your child's teacher for an opportunity to be a guest reader in our Center.

Head Lice

Head lice is a common problem among children playing together in school settings and we are committed to making every effort to keep AGNA lice-free! Being well aware of the time and expense involved in treating head lice, we will do our best to keep your child from being exposed during their time at AGNA.

Note for students that attend the Avon Grove School District: We do realize that our policy is different from the policy used at PLE and AGI. The difference may cause inconvenience, but please understand that our policy is the most functional for preschoolers and school agers.

If any nits or live lice are found on your child, he/she will be immediately removed from contact with other children and you will be called to come pick up your child. Your child must be picked up within one hour of receiving the phone call. Failure to come within one hour will result in a late pick-up fee. Your child may return to AGNA the following day - after treatment has been completed and/or a thorough head check is done - and all visible nits are removed. A staff member will check your child on the day he/she returns to the center. Parents/Guardian must remain in the Center until the head check has been completed. If, after returning to AGNA, nits or lice are found, the cycle of actions listed above will be repeated.

When a case of lice is discovered, all AGNA parents will be notified via email. When a case of lice is discovered in your child's class (or in a room your child uses regularly), you will receive a second email to that effect. These notifications will serve as a reminder to you to continually check your child's head! We need the assistance of all to be effective. Please inform AGNA if you find lice on your child's head at home so we can properly notify your child's classmates (we will not reveal your child's name).

A few notes about treating lice:

1. Lice can become immune to over-the-counter treatments if used too often. If your child has a continued problem with lice, you may want to consider using the services of a treatment center. (Ex: Lice-Lifters)
2. It takes DAILY, REPEATED comb outs to ensure that a child is lice and nit free. Heads need to be checked daily for up to three weeks.
3. Remember to wash and dry (on high heat) ALL items that come in contact with your child's head! (Pillows, sheets, stuffed animals, hats, coats, car seats, etc.)
4. Long hair is most effectively worn in pull-back styles during outbreaks of head lice!

Injuries

In the event that your child is injured while at school, your child's teacher will fill out an incident report stating the date, time, place, details of injury, and first aid procedures that were used. Please sign a copy of this report stating that you have been informed of the incident. A copy for you will come home in your child's folder.

Illness

While illnesses are common in schools and childcare centers, we ask you to help us keep each other healthy. Children and caregivers with flu-like symptoms or other contagious illnesses should remain at home while sick. (Symptoms can include fever, vomiting, diarrhea, pink or goopy eyes, or any other cold-like symptoms including sore throat, unknown skin rashes, persistent cough or discolored nasal discharge.)

Use the 24-hour rule before returning to school after ANY illness:

- **We ask that your child remain at home until they are symptom-free for 24 hours without the use of medication.**
- If your child's illness requires an antibiotic, he/she must be **on the antibiotic for 24 hours** before returning to the center.
- If your child has been under anesthesia, they must remain at home for 24 hours.

If your child presents a fever (100.0 and above) or symptoms of illness while at school, you will be called to come pick your child up. Your child must be picked up within one hour of receiving the phone call. Failure to come within one hour will result in a late pick-up fee.

AGNA does not administer non-prescription medication unless specifically outlined in a child's Physician's Health Care Action Plan for a specific need.

When medication is deemed necessary by a physician, the following requirements apply:

1. A prescription or non-prescription medication may be accepted only in an original container. The medication must remain in the container in which it was received.
2. A staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine. Instructions for administration contained on a prescription label are acceptable.
3. The label of a medication container must identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the container.
4. A parent shall provide written consent for administration.

Immunizations

Pennsylvania state law requires that a current child health assessment be on file for all children. Your pediatrician will provide you with written results of an examination and a current immunization report. Please update this form as your child receives examinations through the years. Exemption from immunization must be documented by a written, signed and dated statement.

Students who are not fully immunized according to state requirements, whether due to exemption or incomplete vaccination status, may be excluded from school during outbreaks of vaccine-preventable diseases or when exposure to a communicable disease has occurred.

In such circumstances, the local Health Department will determine the length of exclusion and establish when your child may safely return to school. AGNA will follow all guidance and directives provided by the Health Department regarding exclusion, readmission, and any additional health measures that may be required. You will be notified promptly if exclusion becomes necessary and are responsible for complying with all Health Department requirements before your child can return to school. Tuition will not be refunded for immunization exclusions.

Loving and Guiding your Preschoolers (These are concepts that are taught and continually reinforced throughout our day, particularly during worship time.)

GOD

A child's concept of God is fundamental. It develops slowly as God's love and care are communicated through the love and care given by parents and teachers in everyday experiences. The child associates God with feelings of trust and security. The older preschooler learns that God made us and the world. He understands that God hears us when we pray.

JESUS

A young child's concept of Jesus is immature, but he/she associates conversations and songs about Jesus with love and joy. The older child is capable of understanding that Jesus grew from a baby, to a boy, to a man. Jesus helped people because He loved them.

BIBLE

A preschooler senses that the Bible is a special book, and that it teaches us about God. He/she learns very early how important the Bible is to their parents and teachers.

CHURCH

Preschoolers learn about church by attending. They know that church is a happy place. People sing songs and listen to Bible stories. The church is a place where people help others.

SELF

In order for a person to love others, he must love himself. If a child feels good about himself, he will be capable of responding to and reaching out with a giving love. Positive self-image is formed from feelings of acceptance and love. A child learns that he is important to himself, to others, and to God.

OTHERS

A preschool child learns that other people are loved by God, too. He learns to trust other adults. It has been stated that nothing helps a child learn to relate to people more effectively than providing him with meaningful interaction with understanding and loving adults. As satisfying experiences happen, the preschooler learns how to love others.

FAMILY

Children learn about families from THEIR families. They determine family member roles by observation in their homes. Preschoolers relate the nature of their earthly parents to their concepts of the Heavenly Father. Teachers will encourage positive attitudes toward family members.

THE NATURAL WORLD

Children love to talk about the world God has made for them to enjoy. There is incredible joy in guiding your child to discover the wonders of God's world!

Newsletters/ Communications

Teachers send weekly and/or monthly newsletters to let you know the skills that have been introduced and reinforced. This is a great tool for you to use in discussion with your child! The center Director and office staff will send emails to update you about activities and events at AGNA.

Parking Lot Safety

Please be ultra-alert when pulling in and out of the parking lot.

Our speed limit is ZERO to S-L-O-W.

There is a designated entrance and exit, and traffic flow is one way.

You will note that staff parking is closest to the building. This is our effort to keep moving vehicles away from the children's entrance and exit doors. Please DO NOT pull your vehicle into this area as this is where children are walking!!!!

Picture Days

Picture days are scheduled during the first month of school. Every child is photographed. Every child is photographed but the purchase of picture packets is always optional.

Potty-Training

All students must be potty-trained in order to attend classes. A child who is potty-trained is able to tell an adult they have to go to the potty before an accident, and is able to go to the bathroom without assistance. This relates to their clothing, getting on/off the toilet, wiping themselves, washing/drying hands. Please do not send children dressed in pull-ups or diapers or clothing that they cannot easily remove.

It is understandable that young children sometimes have accidents and need to change their underwear and/or clothing. Please send in a complete change of seasonal clothing in case there is an accident.

A student will be dismissed from the Academy program if it becomes evident that he/she is not fully potty-trained.

Prevention of Maltreatment of Children, Shaken Baby Syndrome, and Abusive Head Trauma

At Avon Grove Nazarene, we believe that preventing, recognizing, responding to, and reporting maltreatment of children is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Maltreatment refers to the quality of care a child is receiving from those responsible for the child. Maltreatment occurs when a parent or other person legally responsible for the care of a child harms a child, or places a child in imminent danger of harm by failing to exercise the minimum degree of care in providing the child with any of the following: food, clothing, shelter, education or medical care when financially able to do so. The State of Pennsylvania now mandates that each child care facility licensed to care for children up to five years of age develops and adopt a policy to prevent maltreatment of children.

Shaken Baby Syndrome/Abusive Head Trauma is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death.

Procedure/Practice

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT or maltreatment is suspected, staff will:
 - Call 911 immediately and inform the director.
 - Call the parents/guardian
 - If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting:

- Instances of suspected child maltreatment in child care are reported to ChildLine at 1-800-932-0313.

Strategies to assist staff in prevention of maltreatment of children

Staff first determine if the child has any physical needs such as being hungry, tired, cold, or sick. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, walk with the child
- Sing or talk to the child in a soothing voice
- Allow the child to lay down and rub or gently stroke their back
- Turn on music
- Enlist the assistance of a coworker to also use strategies listed above
- Distract the child with a different activity or environment

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children.
- Has available staff to assist.

Prohibited behaviors

Behaviors that are prohibited include (but are not limited to):

- Hitting, spanking, shaking, slapping, twisting, pulling, squeezing or biting
- Demanding excessive physical exercise, excessive rest, strenuous or bizarre postures
- Compelling a child to eat or have in his mouth soap, food, spices, or foreign substances
- Exposing a child to extremes of temperature
- Isolating a child in an adjacent room, hallway, closet, darkened area, play area, or any other area where a child cannot be seen or supervised
- Using or withholding food or beverages as a punishment
- Toilet learning/training methods that punish, demean, or humiliate a child
- Any form of emotional abuse, including rejecting, terrorizing, extended ignoring, isolating, or corrupting a child
- Any abuse or maltreatment of a child
- Abusive, profane, or sarcastic language or verbal abuse, threats, or derogatory remarks about the child or child's family
- Any form or public or private humiliation, including threats of physical punishment
- Physical activity/outdoor time taken away as punishment

Prayer Time

If there is a special need in your family that you would like us to pray for, please don't hesitate to call! We believe God hears and answers prayer! We are praying for you and your family!

Progress Reports

Children attending Preschool and Kindergarten Readiness programs will receive progress reports in January and May. Report cards for Kindergartners are given out in November, February and May. We encourage you to contact your child's teacher at any time throughout the year if you have questions regarding your child's development.

Registration

A completed registration form and registration fee are necessary each year in order to reserve a space in one of the Academy classes. (Please note: the registration fee for fall classes is non-refundable) Checks should be drafted to AGNA. Registration is completed on-line. Please mail in (or bring in) the registration fee. Registration for Summer Camp is separate.

Before the first day of school (forms can be found on our website):

*All students must have an emergency contact form on file in the office. Please keep this information updated. If a change in the information occurs during the year, please submit the change in writing.

*A current child health assessment is also required. Your child's physician will provide you with written results of an examination and a current immunization report.

Safety Reminder

Parents are responsible to make sure that children do not bring unsafe articles to school. It is not possible for us to search through belongings each day. Please be aware of your responsibility and understand the necessity of providing a safe environment for all!

Snacks

Please bring in daily snacks for your child. Remember to include a fork or spoon if needed. If your child stays for lunch, please send in everything they will need!

We believe that helping your child develop healthy eating habits is an important part of the early childhood education process! Healthy eating habits develop early, and we want to partner with you to encourage your child to make healthy choices starting at a young age. We often talk to the children about having sweets as a "once in a while treat."

You are welcome to send in a snack or treat for your child's birthday. Holiday parties (Halloween, Christmas, Valentine's Day, etc.) are typically handled with a snack sign-up sheet for your child's class. Birthdays and holiday parties will be listed on your monthly class calendars so you will be aware that your child might have a sweet treat. With the exception of birthdays, we ask that parents not send in any sweet/sugary snacks to share with the entire group (baked goods, popsicles, ice cream, donuts, etc.)

****IMPORTANT NOTE:** We can work together to accommodate peanut allergies but cannot assure a peanut-free environment.

Transfer of Care

To keep children safe, all children must be escorted to and from the facility. Supervising adults are responsible for the children in their care until the children have been placed into the care of AGNA staff. Your responsibility for the care of your child begins the moment of pick up. AGNA is responsible for the care and supervision of school age children until the children get on the school bus in the morning and exit the school bus in the afternoon. No child is permitted to walk unaccompanied through the parking lot.

Tote Bags

AGNA will provide a tote bag for all preschool prep, preschool, pre-k, or kindergarten aged children. Make sure that your child's name is clearly printed on the outside of the bag.

Tuition Payments

There are two options for payment of tuition. By July 1.....

1. Pay tuition in full to AGNA
2. Enroll online in the Blackbaud Tuition Management Program. This requires a yearly enrollment fee included in your first payment. The first payment is due in August. Tuition will be automatically deducted on the 1st or the 15th of each month through May. Payments are made via automatic deduction from your bank account, debit, or credit card. Please note, there is a convenience fee (3.12%), in addition to the Blackbaud fee, associated with the credit card option. Blackbaud Tuition information will be e-mailed to each family.

Timely tuition payments are necessary. Tuitions are the only means by which we pay our teachers and vendors. If you are facing financial hardship, please speak to the Director or Business Manager immediately. Tuition payments will not be waived for family vacation and extended trips. Children of families that fall 60 days behind in tuition payments will be asked not to attend school until payment arrangements are resolved.

A 10% discount is given for the second/third child if two or more children are enrolled from the same immediate family. The discount is taken from the lowest tuition amount.

What to wear (Playground)

Dress your child appropriately for outdoor play! Please avoid sending your child in open-toed shoes and shoes without heel straps as these can be unsafe when climbing on the outdoor play equipment. Sneakers are appropriate for gym activities.

Withdrawal:

If withdrawal from the program is necessary, the parent or guardian must give written notice. Responsibility for payment of tuition will cease thirty days after the written notice is given. Once the last tuition payment has been received and processed and all outstanding obligations have been satisfied, any unused portion of the tuition that was paid in advance of the written notice will be sent by check to the parent or guardian on the 15th calendar day of the following month. We reserve the right to terminate care at any time by giving notice to the parent/guardian and refunding any unused tuition that was paid in advance.

EMERGENCY OPERATIONS PLAN (updated 8/2026)

At the recommendation of our licensing agencies, our Center has implemented the use of an Emergency Operations Plan. We have received instruction and information from our township emergency management coordinator, Pennsylvania emergency management agency bulletins, Red Cross resources, local firemen and EMS personnel, as well as our own board and staff.

The purposes of this Emergency Operations Plan are:

1. To provide for the protection of children and staff in the event of a natural, technological, or humanly imposed emergency or disaster.
2. To assure coordination and cooperation with municipal and county government and emergency services in a disaster situation.

In the event of an emergency or disaster, our sole concern is for the safety and welfare of all children and staff attending our Center.

Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

1. Immediate Evacuation (Shelter away - short term): Children would be evacuated to a safe area on our campus in the event of a fire, etc.
2. Lockdown Procedure: This is implemented when there is serious security risk (ex. – violent or armed intruder) to the building occupants. This is not an evacuation. During a lockdown – no one leaves the building.
3. In-place Sheltering: Sudden occurrences such as hazardous weather conditions or the presence of hazardous materials may dictate taking cover inside the building as the best immediate response. The building would remain in lock-down mode until professionals determine that it is safe to release the children.
4. Evacuation of Facility and Property: Total evacuation of the facility and property may become necessary if there is a localized danger.

Please tune in to our local radio and TV stations for announcements relating to any of the emergency actions listed above: FM 93.7 WSTW (Wilmington) and TV Channel 10 WCAU in Philadelphia.

We ask that you not call the Center or your child's teachers during the emergency. We will need to keep the main telephone line free to make emergency calls and relay information. The situation might also call for a group to be silent and phone communication could jeopardize safety. We will e-mail, text, or call you to let you know that we've taken one of these protective actions. In the event that emergency personnel have not already informed you via radio announcement, we will call you when the situation is resolved and it's safe for you to pick up your child.

Please be prepared to show a picture of your child (on your phone or mobile device) identifying you as the parent of a child enrolled in our Center. This picture may need to be used in the event that emergency personnel would be involved in dismissing our children.

Upon enrollment in our center you completed an Emergency Contact form for your child. This lists the names of those people who have your permission to pick your child up. If there are any changes to your emergency contact information throughout the year, please let us know! Having current information at our fingertips is vital. Let me urge you - if at all possible - do NOT attempt to make different pick-up arrangements during an emergency. This will only create additional confusion for other authorities who may be responsible to verify information.

The fact that it's impossible to have a policy that covers every emergency situation does not excuse us from being as prepared as we possibly can be for situations we know may arise. Please bear with us as we continue to refine this system for the safety of all.

If you have any questions regarding our emergency operating procedures please feel free to ask!
And - thank you, in advance, for your patience and understanding!

NON-DISCRIMINATION POLICY

Admissions, the provisions of services and referrals of clients shall be made without regard to race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observations 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 shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any individual/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

Avon Grove Nazarene Academy
240 State Road, West Grove, PA 19390
610-869-9530
agnazacademy@verizon.net

Commonwealth of Pennsylvania
Department of Human Services
Bureau of Equal Opportunity
Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120

Inquires: (717) 787-1127

Email: RA-PWBEOAO@pa.gov

(Within 90 days from the date of incident) Avon Grove Nazarene Day Care Center

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

<http://www.hhs.gov/ocr/complaints>

Email: ocrmail@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/](https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx)

[How-to-File-a-Complaint.aspx](https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx)

Inquires: (717) 787-4410

TTY users only: (717) 787-7279

(Within 180 days from the date of incident)

The Academy is a ministry of the *Avon Grove Church of the Nazarene* and all are invited to participate in the ministries of our Church! These include:

Weekly worship services

Children's ministry programs

Sunday school

Children's church

Kingdom Kids

Vacation Bible School

Youth ministry programs

Discussion groups and fellowship events for adults

The Bridge Compassionate Ministry Center (clothes closet and food pantry)

Pastoral care and counseling.

The Church of the Nazarene is an evangelical, Protestant denomination in the Wesleyan tradition. We believe that God's love and grace are available to every person who chooses to believe in Jesus Christ as Savior and Lord, and that it is God's will to lead each one of us to new life for now and eternity through the power of the Holy Spirit.

If you would like more information regarding our service times, ministries and beliefs, feel free to contact the church office at 610-869-9500. The denominational web site is www.nazarene.org. Our local church website is www.avongrove.church.

240 State Road, West Grove, PA 19390

agnazacademy@verizon.net

www.agnaz.org