



UNPLUG

RECHARGE

MAKE CONNECTIONS

**2025 Summer Day Camp Alamance
County Community YMCA**

Parent Handbook

Alamance County Community YMCA

1346 South Main Street Burlington, NC 27215

Phone: (336) 395.9622

www.acymca.org

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WELCOME TO CAMP!

Let us take this opportunity to thank you for trusting The Alamance County Community YMCA for your summer camp needs. We could not be more excited for this summer and have many creative ideas to make this the BEST SUMMER EVER. Both of our camps focus on creating new friendships, developing character and creating life long, fun-filled memories. We emphasize character development; teaching the values of caring, honesty, respect, responsibility and faith.

Please carefully read through this parent handbook. There is a tremendous amount of information and it is important that you review everything thoroughly. This parent handbook will inform you of all camp policies, procedures and special events. It will also inform you of important camp information that you and your camper should know and understand. This handbook will provide information about the following summer camp options that we offer.

Kinder Camp, located at the YMCA, it is for campers starting Kindergarten in August 2025. Campers will participate in developmentally appropriate activities for their age group. Activities will include arts and crafts, STEM, outdoor play, swimming, and social emotional learning.

Camp Horizons, located at the YMCA, is for rising first through 6th Grade. A typical day at Horizons includes sports in the gym, arts and crafts, swimming in our indoor pool, outdoor play at Burlington city park and much more.

Camp Frontier, located on Bass Mountain Road in Snow Camp, is for rising 1st Grade through 8th Grade. A more traditional outdoor camp, includes activities like canoeing, swimming in our outdoor pool, archery, tennis, basketball, fishing, arts and crafts and much more.

YMCA camps believe in having fun and helping campers gain a sense of accomplishment and self-worth by learning new skills. Helping campers recognize their own abilities allows them to step out of their comfort zones and reach far beyond what they ever dreamed possible. A YMCA summer camp experience will create memories that will last a lifetime!

CAMP INFORMATION

HOURS OF OPERATION

Camp Frontier:

Rides In - All campers must be dropped off at Camp Frontier. Rides in is from 7:00am - 8:30am. If you arrive after 8:30 am, you must park your car beside the Camp Frontier Office and check in with the Camp Director.

Rides Out- All campers must be picked up from Camp Frontier between 4:30pm-6:00pm. If you arrive before 4:30pm you will need to park your car beside the Camp Office and we will locate your child for you.

Camp Horizons and Kinder Camp

Rides in- All campers must be dropped off at the ACYMCA. Rides in is from 7:00am - 8:30am. If you arrive after 8:30 am, you must park your car in the parking lot and check in with our member services desk.

Rides Out- All campers must be picked up from the ACYMCA between 5:00pm and 6:00pm. If you arrive before 5:00pm you will need to park your car in the parking lot and walk into the ACYMCA so our member services can locate your child.

PAYING FOR CAMP

Camp Frontier and Camp Horizon Fees

\$20 Deposit per session due at registration

Y Members: \$139 | Program Participants: \$169

Multiple Children

Y Members: \$129 | Program Participants: \$159

Payment Information

All Summer Camp payments must be set up on Bank or Credit Card draft. The Balance will be drafted on the draft date. Draft dates are included on this page. A \$20.00 non-refundable, non-transferable deposit per child, per session is required when you register your child.

Cancellations and Refunds:

A written cancellation notice prior to the session balance due date is required to stop a bank draft and/or grant a refund for the unused camp sessions. Deposits will not be refunded or transferred to existing camp balances. Camp sessions will not be prorated. Cancellation forms are available at the YMCA Welcome Desk.

No refunds or adjustments are granted for absence, illness, vacation, or weather. The YMCA reserves the right to apply any credit due to outstanding balances. Approved refunds are issued within 30 days of cancellation.

Returned Drafts:

If your draft is returned because of insufficient funds, the draft will be automatically re-submitted and a \$25.00 service charge will be added to your account. If you have more than two returned drafts during the summer, one of the following options may occur:

1. You will be required to meet with YMCA Leadership Staff to discuss your payment options/plan.
2. Your child will lose their spot in our Summer Camp Program and will be required to go through the previous step before they can re-enroll.

<u>Session Start Date:</u>	<u>Session Draft Date:</u>	<u>Session Start Date:</u>	<u>Session Draft Date:</u>
1. June 9th	May 30th	6. July 14th	July 4th
2. June 16th	June 6th	7. July 21st	July 11th
3. June 23rd	June 13th	8. July 28th	July 18th
4. June 30th	June 20th	9. Aug. 4th	July 25th
5. July 7th	June 27th	10. Aug 11th	Aug. 1st
		11. Aug 18th	Aug. 8th

Financial Assistance:

The YMCA is committed to providing confidential financial assistance to anyone interested in programs or membership. Financial assistance is based on need and available funds. Please let us know if you need help. More information can be found on our website at acymca.org.

CAMP ACTIVITIES

Camp Frontier Daily Schedule:

- 7:00 - 8:30 | Rides in at Camp Frontier
- 8:30 - 9:00 | Breakfast (Provided)
- 9:00 - 9:30 | Opening Assembly
- 9:30 - 12:30 | Scheduled Activities
- 12:30 - 1:00 | Lunch (Provided)
- 1:00 - 4:30 | Scheduled Activities Continued
- 4:30 - 6:00 | Rides Out at Camp Frontier

Camp Horizons / Kinder Camp Daily Schedule:

- 7:00 - 8:30 | Rides in at the YMCA
- 8:30 - 9:00 | Breakfast (Provided)
- 9:00 - 9:30 | Opening Assembly
- 9:30 - 12:00 | Scheduled Activities
- 12:00 - 12:45 | Lunch (Provided)
- 1:00 - 4:30 | Scheduled Activities Continued
- 4:30 - 6:00 | Rides Out at the YMCA

WHAT TO BRING TO CAMP

- Back Pack
- Labeled Refillable Water Bottle
- Labeled Daily Snack
- Sunscreen (Please apply sunscreen before arriving to camp daily). Please pack spray on sunscreen for after swim time.
- Labeled Extra Change of Clothes
- Labeled Swim Suit
- Labeled Towel
- Tennis Shoes are required

WHAT NOT TO BRING TO CAMP

If any of these items make it to camp, they will be taken and given to the parent during Rides Out

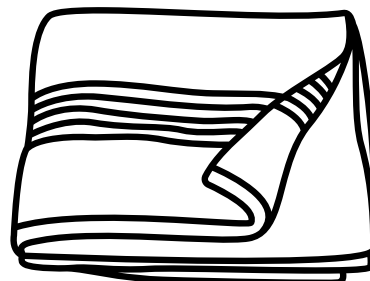
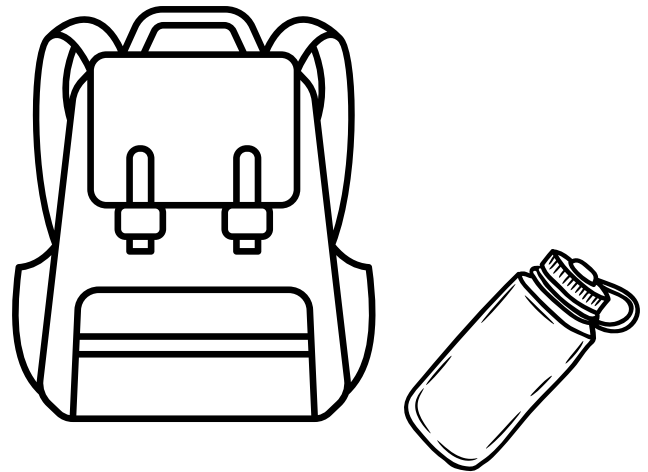
- Electronics (cellphones should stay in back pack)
- Gaming Equipment
- Handheld Gaming Devices
- Toys or Cards
- Flip flops or Sandals
- Weapons of any kind

FOOD AT CAMP

BREAKFAST AND LUNCH

We are proud to say that through our food access program, all of our campers are provided breakfast and lunch. If you have a picky eater or a child with food allergies, you can pack them a lunch. Lunch boxes must contain food that do not need to be refrigerated or heated.

We encourage a nut-free environment due to allergies.



DROP OFF AND PICK UP PROCEDURES

Rides In / Rides Out

Rides In: The YMCA is committed to providing confidential financial assistance to anyone interested in programs or membership. Financial assistance is based on need and available funds. Please let us know if you need help. More information can be found on our website at acymca.org.

Rides Out: This works in the same manner. During the times of 4:30 - 6:00pm, parents of Camp Horizons and Kinder Camp participants may drive through the circle loop at the front of the YMCA to pick up their child. If you wish to pick your child up prior to 4:30pm, you will need to park and come to the Welcome Desk of the YMCA. Parents of Camp Frontier participants will need to pick up their camper at Camp Frontier between 4:30 - 6:00pm.

Safety Identification Cards are used to assure that whoever is picking up your child is authorized to do so. Keep in mind that each person allowed to pick your child up will need to have a card. These cards may be displayed on your front dash if you are picking up in the circle, or if you are walking in to pick up your child, you must show the safety identification card to staff. Your child will be called and escorted up by a member of our Camp Staff. Extra identification cards are available upon request.

Late Drop Off and Early Pick-Up

Please arrive to camp by 8:30am and do not pick up before 4:30pm at Camp Horizons and before 4:30pm at Camp Frontier. We dedicate drop off and pick up staff during those designated times. Late drop off and early pick up will require parents/guardians to be patient.

Late Pick-Up Policy

Camp Frontier and Camp Horizons end each day at 6:00pm. The YMCA allows a 5-minute grace period. If you arrive after the grace period, your account will be charged a \$10.00 late fee. If your child is not picked up by 7:00pm, the fee will increase to \$20.00. Please note that Summer Camp may be discontinued if lateness becomes excessive.

Custody Concerns

It is the YMCA's intent to meet the needs of children, especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. However, the YMCA cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up with proper pick up identification card unless the YMCA has been furnished with current legal documents. Copies of these court documents must be kept in the child's file.

SWIMMING

All campers will go through a swim test to determine their swimming level. After completing the swim test, campers will wear swim bands that will help lifeguards identify which area of the pool they are approved to swim in. Safety comes first when it comes to water and the well being of each camper. Swimmers who do not sufficiently pass the swim test will be required to wear a life jacket. If a camper's swimming ability improves, they will be allowed to re-test on Mondays and given a new swim band based on their new swimming skills.

All campers must be swim tested or wear a lifejacket.

Red Band Swim Test

Shallow Areas Only

Red Band Guidelines:

- Must have adult in the water within arm's reach; may not be in the water without an adult at any time
- Red Band swimmers are not permitted in the deep end of the pool at any time

Yellow Band Swim Test

NO LIFEJACKET REQUIRED

Shallow Areas Only

Must have adult present on the pool deck

Yellow Band Swim Test:

- Starting in shallow end, must swim 12.5 yards to the depth marker (face should be in the water) and back to the starting area without touching the bottom or walls of the pool
- Must exit the water unassisted without using the stairs or ladder

Green Band Swim Test

Shallow and Deep Areas

Must have an adult present on the pool deck

Green Band Guidelines:

- Starting in the deep end, must submerge above the head and resurface
- Swim 12.5 yards front crawl (face should be in the water)
- Tread water for 30 secs



OPEN HOUSE, AWARDS, AND THEMES

OPEN HOUSE

Camp Frontier: Open House will be held at Camp Frontier, 5258 Bass Mountain Road in Snow Camp on Saturday, June 8th from 10:00am– 12:00pm. This is an opportunity to see the camp grounds, meet the staff, and ask questions.

Camp Horizons: Open House will be held at the YMCA on Saturday, June 8th from 12:30pm– 2:30pm. Parents and campers can meet the staff and ask questions.

CHARACTER DEVELOPMENT

Character development is an important aspect of our youth programs. Campers will explore and develop their personal character through learning the importance of the Y's core values. Your child will learn about what it means to be caring, honest, respectful, responsible, and faithful. We will also explore emotion management, personal development, empathy for others and relationship building. These core values will be taught during our daily devotion huddle time.

AWARDS

CAMPER OF THE WEEK

Camper of the Week is awarded to one child per age group. Campers are chosen for this award based on their overall camp spirit, participation and ability to exhibit strong character through caring, honesty, respect, responsibility and faith.

CAMPER OF THE SUMMER

Camper of the summer is awarded to one camper per age group that exhibited the YMCA character values throughout the entire summer and has attended at least 5 sessions of camp. This award is presented during Summer Send-Off.

THEMES

Week One: Camping

Week Two: Jungle Expedition

Week Three: Wacky Tacky Week

Week Four: Spirit Wars

Week Five: STEM

Week Six: Space

Week Seven: Aqua Adventure Week

Week Eight: Pirate Quest Week

Week Nine: Camp Superstar Week

Week Ten: Friendship Week

Week Eleven: Circus Week

KONA ICE

Camp Frontier and Camp Horizons have partnered with Kona Ice to offer campers an opportunity to purchase Icies to cool off!

Camp Horizons and Kinder Camp will have KONA ICE every Thursday.

Camp Frontier will have KONA ICE every Friday.

If you would like your child to participate, make sure you send them with some spending money. More information will be emailed closer to camp.

DISCIPLINE & SERVICE TERMINATION

DAY CAMP DISCIPLINE

Praise and positive reinforcement are effective methods of behavior management of children. When a child receives positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem-solving skills, and self-discipline.

Camp Frontier and Camp Horizons' behavior management policy is a guidance policy. We strive to steer campers toward good decision-making and improved actions. Considering each camper's age, developmental stage, and personality, we establish fair and reasonable expectations of behavior and follow the standards for redirection outlined below. Developmentally appropriate expectations are set for each camper's behavior.

- The camper will respect the rights and feelings of others and will avoid disruptive behaviors that would interfere with program activities.
- Aggressive behaviors such as hitting, kicking, biting, tripping, verbal "put-downs," spitting, and other inappropriate behaviors will not be tolerated and may result in immediate expulsion from the camp program.
- The camper will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
- The camper will respect the private property of others and understand that stealing or vandalizing the property of others will not be tolerated. The repair of any caused damage will be paid for by the parents/guardians of the camper who caused it.
- The Alamance County Community YMCA has a "no tolerance" policy on violence and bullying and has the right to expel any camper at their discretion.

DISCIPLINE STEPS (MINOR OFFENSES)

STEP 1: Talk to the child about the behavior or action that is causing disruption or harm.

STEP 2: Time out from an activity.

STEP 3: Phone call to a parent/guardian from the camp director to discuss the behavior challenge.

STEP 4: Formal Disciplinary Write-Up and parent phone call.

Disciplinary Write-Up Steps (Major Offenses) (Formal Disciplinary Write-Up forms may be used as the first step of behavior redirection if the behavior warrants).

AFTER 1 WRITE-UP: Parent will be called by the camp director to discuss behaviors.

AFTER 2 WRITE-UPS: The camper will be suspended from camp. Parents will need to schedule a meeting with the camp director before the camper can return to camp. The camp director and parents will create a behavior improvement plan for the camper.

AFTER 3 WRITE-UPS: Write-ups may result in expulsion from camp. Some behaviors may result in immediate suspension or expulsion from the program. These may include but are not limited to fighting, causing bodily harm or mental distress to other children or staff members, and the use of inappropriate language or words.

BEHAVIOR REDIRECTION

When a camper engages in inappropriate behavior that threatens the health or safety of herself/himself or others, YMCA Staff will do the following:

1. Take immediate action to stop the behavior.
2. Inform the camper and parents/guardians of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or if the camper cannot be controlled "on the spot," it may be necessary to temporarily remove the child from the situation. Parents/Guardians may be called to pick up their camper immediately.

In other situations where the safety of the camper or others is not directly jeopardized, YMCA Staff will discuss the behavior problem with the camper, but will take no further action unless the camper repeats the behavior. This process assists the camper in learning to take responsibility for his/her actions. In these cases any of the following disciplinary procedures will be used:

- Hold a discussion with the camper about the inappropriate behavior and its consequences.
- Inform the camper of any disciplinary actions to be taken if the behavior is repeated.
- Redirect or provide time away from the activity, with the camper returning to the activity contingent on a willingness to behave appropriately.
- Provide time away from the activity and notify the parent/guardian of the camper's behavior. If the behavior continues, a parent/guardian conference will be held.

If a camper's persistent inappropriate behavior interferes with the needs, safety, or well-being of other campers, they may be suspended or expelled from camp. The decision to suspend or expel will be carefully considered and discussed before the action is taken.

TERMINATION OF SERVICE

Summer day camp services can be terminated for the following, but not limited to, reasons;

- Consistent late pick-ups.
- Failure to pay tuition in a timely manner.
- Failure to comply with the YMCA policies and procedures concerning ill children.
- Extreme behaviors that prevent the camper from participating safely with peers.
- Extreme behaviors that prevent the staff from providing appropriate supervision to all campers in their care.
- Failure to follow all established policies and procedures set forth by the Alamance County Community YMCA, Camp Frontier and Camp Horizons summer day camp program.

PARENT PARTICIPATION

We feel that the relationship between parents and staff is essential for the successful development and continued growth of our campers. We ask that the parents support the camp staff when challenges arise and assist in the redirection of the campers' behavior. Staff may reach out for guidance and support from parents. It is our goal to maintain open lines of communication to ensure all campers have a positive experience at Camp Frontier and Camp Horizons.

CAMP STAFF

Camp Frontier and Camp Horizons take the safety and well being of your campers very seriously. In order to ensure a quality program experience for you and your family, all of our staff are first-aid and CPR certified, and go through various trainings provided by the YMCA. All Staff receive a background check.

ILLNESS AT CAMP

CAMP STAFF Camp Frontier and Camp Horizons take the safety and well being of your campers very seriously. In order to ensure a quality program experience for you and your family, all of our staff are first-aid and CPR certified, and go through various trainings provided by the YMCA. All Staff receive a background check.

INCLEMENT WEATHER PLAN

Camp Frontier- If the weather is overcast and rainy, we will still have camp as usual and adapt our program to make the rainy or cloudy day fun. If there is a threat of severe thunderstorms, we may have camp at the YMCA. We will do our best to make weather related decisions before camp starts, however this is not always possible, if we have to close camp early parents will be notified via text and email. You will receive an email and text about where we will have Camp on inclement weather days. Our social media will also be updated with changes.

When Camp Frontier is held at the YMCA due to weather, drop-off and pick-up will take place in our back parking lot. Parents should drive down to the area where the buses are parked to drop off and pick up their campers. Staff members, signs, and cones will be available to help direct traffic.

****Please keep in mind that Camp Frontier is an OUTDOOR camp, so please dress your child accordingly.****

To sign up for text alerts please text Frontier to (833) 495-4465

Horizons- Since Camp Horizons is an indoor/outdoor experience, Camp Horizons will run camp as usual but will be indoors on rainy days.

CHILD SAFETY INFORMATION

The Alamance County Community YMCA is committed to keeping children safe in our community. This means educating ourselves and our community about child abuse and how we can work together to prevent it. Please read this document, ask us questions, and learn more about what you can do to protect children from abuse.

Information about Child Abuse:

Child abusers can be parents, caretakers, friends, neighbors, or anyone who comes in contact with your child – even other youth. It takes everyone's help to stop the cycle of abuse. Below are the four types of child abuse that are recognized by most states:

- Emotional – Threatening a child or using words that can hurt a child's feelings and self-esteem; withholding love and support from a child
- Physical – Causing injuries to a child on purpose, such as bruises, burns, scars, or broken bones
- Sexual – Having sexual contact in any form with a child, including exposing, fondling, intercourse, pornography, or internet solicitation
- Neglect – Not providing children with enough food, clothing, shelter, medical care, hygiene, or supervision

** Child abuse can happen between an adult to a child, or from one child to another.

Child Safe Policy

The Alamance County Community YMCA has more than 200 staff members and volunteers working with youth in the many programs we offer. To keep children in our programs safe, we take the following steps in our intensive screening of employees and volunteers:

- Detailed application forms
- Comprehensive interview process
- Reference checks
- Criminal background record checks
- Internet Searches

Employees complete an extensive child abuse prevention training program. Supervisors and managers complete additional training to further promote a child-safe environment. All staff members are mandated to report any suspected child abuse. Staff are prohibited from working one-on-one with youth. Policies exist to ensure staff and volunteers are not alone with a child. If you observe a member of our staff violating this or any other policy, please alert us!

Working Together for Safety

Whether your child is attending one of our programs, or any youth program, we suggest having open and honest discussions with your child on a routine basis about his or her experiences. Talk to your child about his or her experiences in our programs, school, sports, and other activities. Trust your instincts. Don't wait to tell a supervisor if something seems "strange." Speak up!

CHILD SAFETY INFORMATION

Watch for warning signs of abuse:

- Unexplainable bruising or other physical markings
- Disturbed sleeping or eating patterns
- Abrupt changes in behavior—anxiety, clinging, aggressiveness, withdrawal, depression
- Fear of certain person or place
- Discomfort with physical contact

Listen and watch for signs of your child receiving special attention that other children or teens are not receiving, including favors, treats, gifts, rides, increasing affection or time alone, particularly outside the activities of school, child care, or other activities.

Every once in a while, ask your child these questions:

- Is anyone scaring or threatening you?
- Is anyone asking you to keep secrets?
- Has anyone said anything to you that made you feel bad?
- Is anyone touching you in a way that you don't like?

Encourage your child to tell you or another trusted adult if anything happens to him or her.

If you suspect abuse...

- Report this to the local Child Protective Services (336) 229-2908 or local law enforcement (911).
- If you think your child has been physically injured, seek medical attention.
- If you have any questions or concerns regarding a member of our Y staff, please contact our CEO Walter Britt at (336) 395-9622.
- National Child Abuse Hotline (800) 422-4453.
- Alamance County Department of Social Services (336) 229-2908.
- Crossroads Sexual Assault Response and Resource Center (336) 228-0813.

HEALTH HISTORY & SNAKE BITE CONSENT FORM

When registering, you will sign a form stating that you have read, understand, and will abide by the information below

Health History:

We do not require a physical prior to attending our Summer Camp Program. However, if your child has special medical or emotional circumstances, we do require you to contact the camp director to set up a conference to discuss the needs of your child.

Snake Bite Treatment Consent:

Our goal at Camp Frontier is to keep your child as safe as possible. We strive to make prevention and safety one of our top priorities. Of course we all know that from time to time, accidents can happen. We need your help. Camp Frontier is located on Bass Mountain Rd and we have sporadically seen snakes on the property. Your signature on the Camp Registration form when registering authorizes YMCA employees' permission to treat your child with a First Aid Snake Bite Kit if needed.

Release/Indemnification and Covenant Not to Sue:

By signing the consent on the Youth Information Form when registering your child and in consideration of my child participating in the equine program of the YMCA, I agree to release and on behalf of my minor child, myself, our heirs, representatives, executors, administrators, and assigns, hereby do release the Alamance County YMCA, its officers, agents, and employees from any cause of action, claim, or demand of any nature whatsoever, including but not limited to, a claim of negligence, which I, my heirs, representatives, executors, administrators and assigns may now have, or have in the future against the Alamance County Community YMCA on account of personal injury, property damage, death or accident of any kind, arising out of or in any way related to my child's participation in the equestrian program whether that use is supervised or unsupervised, however the injury or damage is caused, including, but not limited to the negligence of the Alamance County YMCA, its officers, agents, and employees. I further certify that my child is in good health and that he/she has no physical limitations which would preclude their participation in the equine program of the Alamance County YMCA. I further understand that the terms of this agreement are legally binding and certify that I am signing this agreement, after I have carefully read it, of my own free will.

MEDICATION / EMERGENCY CONTACT INFO

MEDICATION

All medications your child takes in our care must be given to the camp counselors, in the original container, on your child's first day of camp. A medication authorization form is available in this packet of information and must be completed in order for us to administer medications to your child. A current photo must accompany the medication for safety purposes. This form includes name of medicine, what time the medication needs to be taken, permission to administer, parent's name and doctor's phone number for a reference. Medication may not be administered without this consent form. If medication is not picked up by your child's last day of camp, we will hold the medication for a maximum of one week, after that it will be discarded.

EMERGENCY CONTACT INFORMATION

Every effort will be made to reach you or other contacts on the camp registration form in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contact numbers, please notify the Camp Directors in writing so we may update your child's file.

COMMUNICATION E-MAIL AND PHONE NUMBERS

We utilize e-mail to ensure great parent-staff communication. You should expect weekly emails for the sessions you are signed up for. Feel free to email the Camp Directors throughout the summer with any important information or updates.

Below you will find the email addresses for each Camp Director and emergency numbers for the YMCA.

Camp Horizons, Kinder Camp and Alamance County YMCA

Maria Nunn (Camp Horizons / Kinder Camp) - munn@acymca.org

Alamance County Community YMCA - (336) 395-9622

Camp Frontier and Sports Camp

Zack Manley (Camp Frontier / Sports Camp) - zmanley@acymca.org

Miranda Parks (Camp Frontier / Teens) - mparks@acymca.org

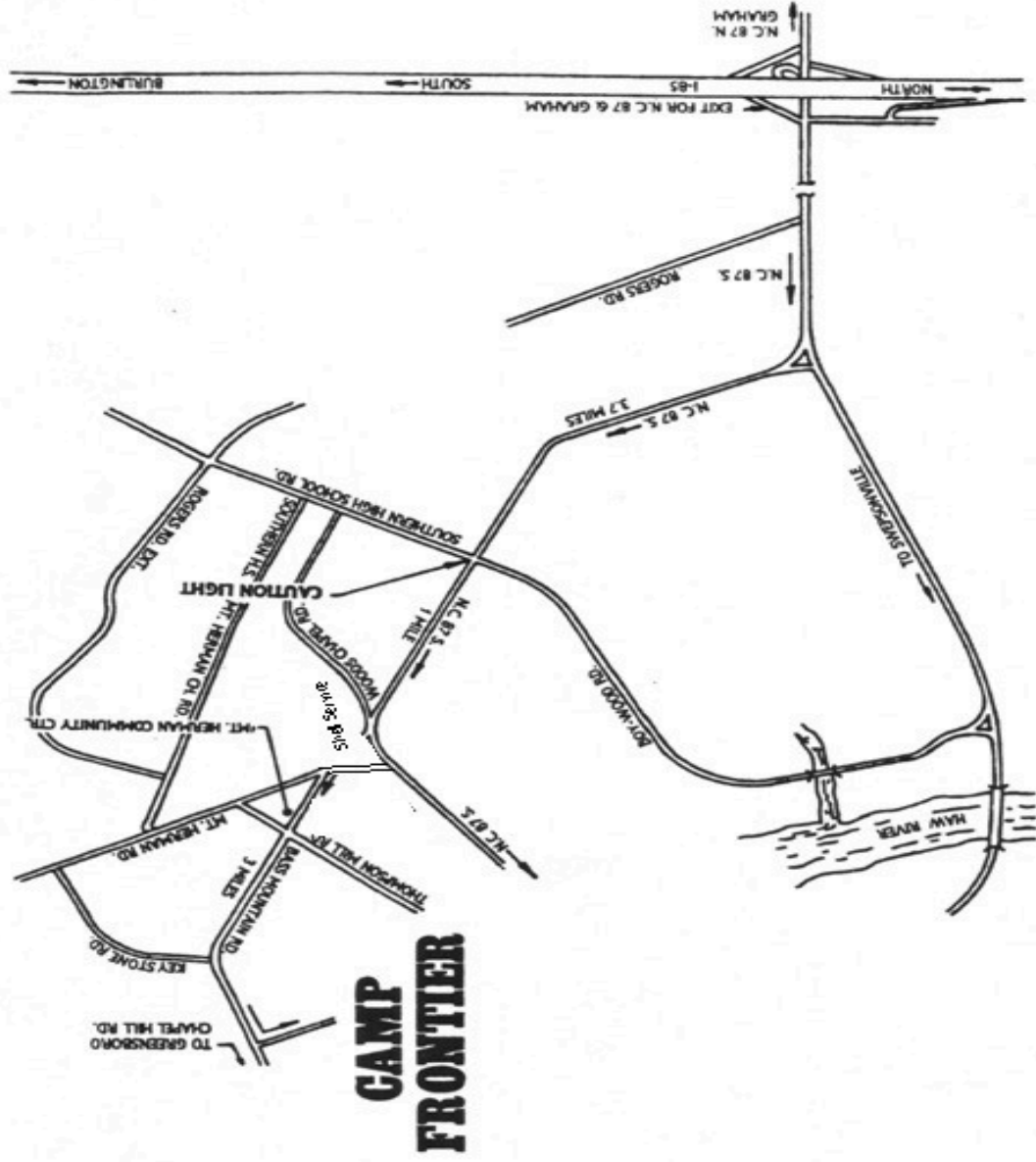
Camp Frontier Office - (336) 376-9793

Camp Frontier Pool - (336) 376-6424

LOCATION

Camp Frontier's 65 acres are nestled in the southern part of Alamance County. Our setting is located at the very heart of nature for a truly delightful camping experience. Just take Hwy. 87 South from I-85 in Graham. Travel 3.7 miles past Southern High School Road (stop light) to Mt. Hermon-Rock Creek Road (right turn behind Shell Gas Station). Take the first left onto Bass Mountain Road. Travel 3 miles and there on the left marked with a towering triangle which symbolizes spirit, mind, and body is the entrance to Camp Frontier.

MAP TO CAMP FRONTIER





United States Department of Agriculture

USDA 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, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or 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 discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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 (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

