

Limited English Proficiency Policy Statement / Nondiscrimination in Services

Limited English Proficiency Policy Statement

It is our responsibility to ensure that all clients have meaningful and equal access to services. This responsibility encompasses the most basic of human needs, the need for communication and understanding. In order to ensure effective communication, Centre Square Montessori Schoolhouse staff will make every effort to ensure communication and understanding for those clients or their immediate families who are identified as having Limited English Proficiency (LEP). In addition, the public offices have been equipped with universal symbols for bathrooms, exits and water fountains. Once a client or their or their family has been identified as needing translation or interpretive services, Centre Square Montessori Schoolhouse staff will contact the corresponding appropriate agency.

Nondiscrimination in Services

Admissions, the provisions of services and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin(including limited English proficiency), age, or sex.

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 aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods. Any student(and/or their guardian) who believes they have been discriminated against may file a complaint of discrimination. An open and equitable personnel system will be established and maintained. Personnel policies, procedures and practices will be designed to prohibit discrimination on the basis of race, color, religious creed, disability, ancestry, national origin(including limited English proficiency), age or sex. Employment opportunities shall be provided for applicants with disabilities and reasonable accommodation(s) shall be made to meet the physical or mental limitations of qualified applicants or employees. We are an equal opportunity employer.

Any employee who believes they have been discriminated against may file a complaint of discrimination.