



Parent Signature _____ Date _____

September 1 2017

From: Erin Neurohr, Director West Chester Playschool

Re: Limited English Proficiency Policy Statement (LEP)

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 West Chester Playschool 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 facility has been equipped with universal symbols for bathrooms and exits.

Once a client or their family has been identified as needing translation or interpretive services, West Chester Playschool staff will contact the corresponding appropriate agency.

Erin Neurohr, Director West Chester Playschool