



# WEST CHESTER NAZARENE Christian School

*...Serving the West Chester Area Since 1969*

Re: Nondiscrimination Policy Statement  
Equal Employment Opportunity

To: All Staff

From: Hillary White: Director

An open and equitable personnel systems 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, age or sex.

Employment opportunities shall be provided for applicants with disabilities and reasonable accommodations shall be made to meet the physical or mental limitations of qualified applicants or employees.

Any employee who believes they have been discriminated against, may file a complaint with any of the following.

West Chester Nazarene Christian School & Day Care  
424 South Darlington Street  
West Chester, PA

Commonwealth of PA  
Department of Human Services  
Bureau of Equal Services  
Room 225, Health & Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

PA Human Relations Commission  
Philadelphia Regional Office  
110 N. 8<sup>th</sup> Street  
Suite 501  
Philadelphia, PA 19107

Commonwealth of PA  
Department of Human Services  
Bureau of Equal Opportunity  
Southeast Regional Office  
801 Market Street, Suite 5034  
Philadelphia, PA 19107

U.S. Department of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111



# WEST CHESTER NAZARENE Christian School

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Re: Nondiscrimination in Services

To: Parents/Clients

From: Hillary White: Director

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 to accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but 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 individual/client/patient/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with:

West Chester Nazarene Christian School & Day Care  
424 S. Darlington Street  
West Chester, PA 19382

Commonwealth of PA  
Department of Human Services  
Bureau of Equal Services  
Room 225, Health & Welfare Building  
P.O. Box 2675  
Harrisburg, PA 17105

PA Human Relations Commission  
Philadelphia Regional Office  
110 N. 8<sup>th</sup> Street  
Suite 501  
Philadelphia, PA 19107

Commonwealth of PA  
Department of Human Services  
Bureau of Equal Opportunity  
Southeast Regional Office  
801 Market Street, Suite 5034  
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Office for Civil Rights  
Suite 372, Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111



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Date:

From: Hillary White: Director

## **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.

To ensure effective communication WC Nazarene 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 family has been identified as needing translation or interpretive services, WC Nazarene staff will contact the corresponding appropriate agency.