

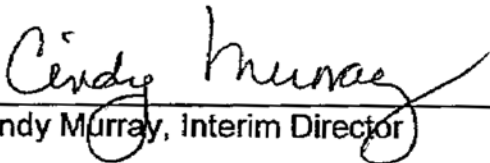


SINCE 1972

## Trinity Cooperative Day Nursery

*Preschool and School Age Child Care*

November 11, 2009

From:   
Cindy Murray, Interim 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 encompassing the most basic of Human needs, the need for communication and understanding.

In order to ensure effective communication Trinity Cooperative Day Nursery 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 translative or interpretive services, Trinity Cooperative Day Nursery staff will contact the corresponding appropriate agency.