

**DATE:** March 23, 2004

**SUBJECT:** Nondiscrimination in Services

**TO:** Parents and Guardians

**FROM:** Director

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin, English Limited Proficiency (LEP), age, gender or sexual orientation.

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 aids, 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 student guardian who believes they have been discriminated against may file a complaint of discrimination with any of the following:

**Saint Mary's Nursery School**  
3916 Locust Walk  
Philadelphia, PA 19104

**Department of Public Welfare**  
**Bureau of Equal Opportunity**  
Room 521, Health and Welfare  
Bldg.  
P.O. Box 2675  
  
Harrisburg, PA 17105-2675

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

**Department of Public Welfare**  
**Bureau of Equal Opportunity**  
Southeast Regional Office  
  
1105B Phila. State Office  
Bldg.  
1400 Spring Garden Street  
Philadelphia, PA 19130

**PA Human Relations Commission**  
711 Phlia. State Office Bldg.  
  
1400 Spring Garden Street  
Philadelphia, PA 19130

**CIVIL RIGHTS COMPLIANCE  
PARENT AWARENESS**

In accordance with applicable Federal and State civil rights laws and regulatory requirements, you as a resident of this agency, have the right:

- To be provided services at this agency and to be referred for services of other agencies without regard to your race, color, religious creed, handicap, ancestry, national origin, Limited English Proficiency (LEP), age, gender, or sexual orientation.
- to file a complaint of discrimination if you feel you have been discriminated against on the basis of your race, color, religious creed, handicap, ancestry, national origin, Limited English Proficiency (LEP), age, gender, or sexual orientation.

Complaints of discrimination may be filed with any of the following:

**Saint Mary's Nursery School  
3916 Locust Walk  
Philadelphia, PA 19104**

**Department of Public Welfare  
Bureau of Equal Opportunity  
Room 521, Health and Welfare  
Bldg.  
P.O. Box 2675  
Harrisburg, PA 17105-2675**

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

**Department of Public Welfare  
Bureau of Equal Opportunity  
Southeast Regional Office  
1105B Phila. State Office  
Bldg.  
1400 Spring Garden Street  
Philadelphia, PA 19130**

**PA Human Relations Commission  
711 Phlia. State Office Bldg.  
1400 Spring Garden Street  
Philadelphia, PA 19130**