

Twin Spring Farm, Ltd.
1632 E. Butler Pike
Ambler, Pa 19002
215-646-2665

SUBJECT: Nondiscrimination in Services
TO: Parents
FROM: Beatrice R. Hood



Admissions, the provisions of services, and referrals of clients shall be made without regard to race (to include hair type, hair texture, or hair style), color, religious creed (to include all aspects of religious observances and practice, as well as belief), disability, ancestry, national origin (including Limited English Proficiency), age (40 and over), or sex (to include pregnancy status, childbirth status, breastfeeding status, sex assigned at birth, gender identity or expression, affectionate or sexual orientation, and differences in sex), and retaliation.

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 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:

Facility Contact Information

Twin Spring Farm Toddler Center, Day School, E.I.
1632 E. Butler Pike
Ambler, Pa 19002
(215) 646-2665

Commonwealth of Pennsylvania Department of Human Services

Bureau of Equal Opportunity

Room 225, Health & Welfare Building
P.O. Box 2675 Harrisburg, PA 17120
Inquiries: (717) 787-1127
Email: RA-PWBEOAO@pa.gov
(Within 90 days from the date of incident)

Pennsylvania Human Relations Commission

333 Market Street, 8th Floor
Harrisburg, PA 1710.
<https://www.phrc.pa.gov/Complaints/Pages/How-to-File-a-Complaint.aspx>
Inquiries: (717) 787-4410

TTY users only: (717) 787-72

(Within 180 days from the date of incident)

Office for Civil Rights

U.S. Department of Health and
Human Services Centralized Case
Management Operations
200 Independence Avenue, S.W.
Room 509 HHH Bldg
Washington, D.C. 20201
Customer Response Center:
(800) 368-1019 TDD: (800)
537-7697 [https://www.hhs.gov/ocr/
complaints](https://www.hhs.gov/ocr/complaints)
Email: ocrcomplaint@hhs.gov
**(Within 180 days from the date of
incident)**

Commonwealth of Pennsylvania /OCDEL

Southeastern Regional Office
801 Market Street Suite 5132
Philadelphia, Pa 19107
Inquiries: (215) 560-2541
(Within 90 days from the date of incident)

SIGNATURE _____