

## Translator/Interpreter Policy

In the case of a child and/or family that is non-English speaking, Little red will implement a translator/interpreter policy to ensure that communications stay smooth and open. To be more specific, in this instance, Little Red would:

- Ensure ALL handouts that went home was translated into the child/family's native language.
- Ensure that ALL emails that were sent out were translated into the child/family's native language.
- Ensure that there was an interpreter/translator present for any meeting that the staff or administration has with the child/family.
- In the classroom(s) that the child(ren) were in, we would ensure that there would be books and materials provided in that child's native language, and thought we would not be able to ensure that the teacher would be fluent in that language, we would do our best to work with the family on providing us with easy translations and communications to help us guide the child.

Little Red Schoolhouse is an all-inclusive program that does not discriminate and welcomes all ethnicities and cultures. We represent equality. This policy is based on and is to be evaluated on a case by case basis. If there are questions or comments about this policy, please see the administration.

Signed: Morgan Thompson- Little Red Schoolhouse Assistant Director

