

## CHAPTER FOUR: PROGRAMMING

### Policy: ACCOMMODATION POLICY

Approved Date: Dec 1/23

Revision Date:

Policy Number: 04 20

Discovery Child Care Centre is committed to creating a program that is inclusive and barrier-free to ensure the full participation of all children. Discovery Child Care Centre aims to foster an environment that encourages and supports accommodation requests by working with parents/guardians on strategies to accommodate the needs of their child.

In working towards this goal, the organization will strive to provide support for and facilitate parent/guardian requests for accommodation consistent with the protected grounds outlined by the *Ontario Human Rights Code*, the *Child Care and Early Years Act* and the *Accessibility for Ontarians with Disabilities Act*.

Discovery Child Care Centre is committed to striving to the extent possible to accommodate children who have behavioural issues related to a disability or perceived disability when administering this policy. The organization may, where it is possible and reasonable to do so and does not cause undue hardship:

- alter existing practices,
- adopt new policies or practices,
- make adjustments or modifications to services provided where the parent/guardian has provided the appropriate documentation to support the accommodation request.

#### PURPOSE

The purpose of this policy is to provide the organization with:

- A clear statement of the obligations and responsibilities that are inherent in the organization's accommodation process
- Set out guidelines and standards for the implementation of this policy
- Recognizing the need for accommodation can be either requested by a parent/guardian or recognized by a staff member working with the child

#### OBJECTIVES

Within the guidelines and requirements of the *Ontario Human Rights Code* and the *Child Care and Early Years Act* the organization is committed to:

- Ensuring that each request will be considered individually, and on a case-by-case basis, to determine accommodation requirements
- Working to eliminate barriers that prevent children from accessing or participating in the program
- Achieving a culture and program environment that is supportive of children including reviewing policies and practices to ensure they are not discriminatory
- Ensuring compliance with all applicable legislation and the organization's policies

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- Establishing an efficient and timely accommodation process that is consistent and addresses accommodation requests promptly, to the extent possible.
- The organization will develop jointly with the parents/guardians, the treating physician if appropriate, and/or other professionals an accommodation plan (ISP-Individual Support Plan) that respects the dignity of the individual child, promotes integration and full participation and respects confidentiality.
- Clarifying roles, responsibilities, and accountabilities for the accommodation process
- Ensuring all parents/guardians are advised of their right to be accommodated.

#### CHILD CARE RESPONSIBILITIES

- Respect the dignity of the parent/guardian by accepting a parent's/guardian's request for accommodation in good faith
- Advise parents/guardians of available accommodations, support services, and resources
- Ensure that the accommodation provided meets the specific circumstances, while at the same time working to ensure general accessibility for all children in terms of spatial and physical requirements
- Ensure the necessary steps are taken to determine what modifications might be required for a child to participate fully in the program
- Be Inclusive by ensuring that the parent/guardian participates in the process
- Obtain signed consent to share relevant information with other professionals
- Consult with appropriate specialists, and obtain expert advice where needed to determine individual accommodation requirements
- Ensure that all accommodation requests are considered on an individual basis
- Limit requests for information to those reasonably related to the nature of the need or limitation, and only for the purpose of facilitating access to the program
- Deal with accommodation requests in a timely manner
- Ensure that the child care environment is welcoming and that all children treat one another with respect.
- Take immediate remedial action in situations where bullying and harassment is or may be taking place; and,
- Collaborate with parent/guardian to address any aggressive behaviour exhibited by the child which may potentially harm staff or another child.

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- Take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated and review various forms of accommodation and alternative solutions up to the point of undue hardship.
- Educate all staff and placement students about disability-related issues.
- Work to identify appropriate accommodations which meet the needs of the child in an equitable and financially responsible manner.

### PARENTS/GUARDIANS RESPONSIBILITIES

- Inform the organization of the need for an accommodation related to disability or perceived disability in writing to the Supervisor/Pedagogical Leader/Director
- Provide sufficient information regarding known limitations and restrictions that impact the child's ability to participate in the program
- Cooperate and be involved in the development and implementation of a reasonable accommodation plan based on the child's current abilities
- Communicate any known accommodation needs to the Supervisor/Pedagogical Leader/Director. To facilitate the accommodation process, parents/guardians will not unreasonably withhold such information
- Provide the organization with all medical and/or other relevant information, in writing, that pertains to the accommodation request
- Provide the organization with any changes to the child's medication or circumstances that may require a change in the accommodation plan.
- Participate in the accommodation process. The organization reserves the right to determine the nature of the accommodation.
- Communicate any issues or problems with the accommodation plan in writing to the Supervisor/Pedagogical Leader/Director as required