



Child Accommodation Policy and Procedure

Created: May 16, 2023

Date approved by Board of Directors: July 20, 2023

Policy Statement:

Orde Day Care is committed to creating a program that is inclusive and barrier-free to ensure the full participation of all children. Orde Day Care 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*** and the ***Child Care and Early Years Act*** and the ***Accessibility for Ontarians with Disabilities Act***.

Orde Day Care 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 request for accommodation.

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*** Orde Day Care 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



ORDE DAY CARE'S STAFF POLICY AND PROCEDURE BINDER

- 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
- 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 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, 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,



ORDE DAY CARE'S STAFF POLICY AND PROCEDURE BINDER

- Collaborate with parent/guardian to address any aggressive behaviour exhibited by the child which may potentially harm staff or another child.
- Take an active role in ensuring that alternative approaches and possible accommodation solutions are investigated, 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. Provide reports or documentation only to those staff who work directly with the child
- Work to identify an appropriate accommodation which meets the needs of the child in an equitable and financially responsible manner.

Parent and Guardian Responsibilities:

- Inform the organization of the need for an accommodation related to disability or perceived disability in writing to the Supervisor
- 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. In order to facilitate the accommodation process, parents/guardians will not unreasonably withhold such information
- Provide the organization with all medical and/or other relevant information 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 as required

Best Practice:

- Review all your admissions material to ensure that it provides information on your accommodation policy and process and invites prospective families and new participants to request an accommodation if required.



ORDE DAY CARE'S STAFF POLICY AND PROCEDURE BINDER

- Create an accommodation process that is transparent, can be followed consistently and is easily documented including goals and review dates.
- Maintain regular documentation on the child’s progress and response to the accommodations that have been put in place. Be prepared to modify your program goals /interventions for the child to better meet his/her needs.
- Set regular review meetings with the parents to ensure the accommodation plan is meeting the child’s needs. Document all meetings in writing. Have the parents sign off on the plan and provide them with a copy of the plan for their own records.
- If the accommodation plan is not working and you may need to discharge the child from your program, contact your lawyer before proceeding.
- Be proactive about managing the message when other parents start to complain or gossip by scripting a response that addresses concerns without disclosing confidential information

Policy and Procedure Review:

This policy and procedure will be reviewed and signed off by all employees before recommencing employment, and at any time changes are made.

I acknowledge receipt of Orde Day Care **Child Accommodation Policy and Procedure**. I understand it is my responsibility to read, understand, and comply with the **Child Accommodation Policy and Procedures**. I understand that if I have questions, at any time, regarding these Policies and Procedures, I will consult with my immediate supervisor.

Please read the **Child Accommodation Policy and Procedure** carefully to ensure that you understand the policy before signing this document

Staff Name:	Supervisor Name:
Staff Signature:	Supervisor Signature:
Date:	Date: