



## **Accessibility policies**

### **Statement of organizational commitment**

Peoples Christian Academy (PCA) is committed to ensuring equal access and participation for people with disabilities. We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence regardless of their education, physical, sensory, social, emotional and cultural needs.

We believe in integration, and we are committed to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting our accessibility requirements under Ontario's accessibility laws.

### **Training**

We are committed to training PCA staff and volunteers in Ontario's accessibility laws and aspects of the Ontario Human Rights Code that relate to persons with disabilities.

We will train our employees and volunteers on accessibility as it relates to their specific roles. This will include but not limited to the following:

- Provide training to all PCA staff and volunteers to serve students and parents of all abilities
- Provide training to our educators including teachers, teaching assistants, early childhood educators, and school-board members related to accessible program or course delivery and instruction

### **Information and communications**

We will communicate with people with disabilities in ways that take into account their disability, but at the same time, maintain their dignity, independence, integration and equal opportunity. When asked, we will provide information about PCA and our services in accessible formats or with communication supports. We will ensure our staff are prepared to communicate with our students, parents, and fellow colleagues who have various types of disabilities in a way that takes into account their disability.

This will include the following information:

- 1) Emergency and safety information – This includes:

- emergency plans and procedures (e.g. first aid instructions if exposed to toxic chemicals in science labs)
- maps, warning signs and evacuation routes (e.g. a map pointing out emergency exits)
- information about alarms or other emergency alerts (e.g. procedure that explains what to do if you hear a school fire alarm)

## 2) Feedback processes for employees and the public

PCA is ready to receive feedback in various ways (e.g. over the telephone, by email, questionnaires or comment cards)

## 3) Other public information

We are ready to provide any public information in a way that accommodate the needs of our visitors.

PCA encourages staff and visitors with assistive devices or other assistive measures that help them with their disabilities. These include but are not limited to: wheelchairs/walkers/canes (personal), projection devices (provided) screen readers (provided), amplification devices (provided) and/or hearing aids (personal), and an oxygen tank (personal), or anything else that assists them with equitable access.

We also welcome service animals that support people with various types of disabilities. PCA reserves the right to request documentation to confirm that the person needs the service animal for reasons relating to their disability.

We also welcome support workers who accompany individuals who need help with communication, mobility, or personal care.

PCA also meets internationally-recognized Web Content Accessibility Guidelines (WCAG) 2.0 Level AA website requirements in accordance with Ontario's accessibility laws. Our website [www.peopleschristianacademy.ca](http://www.peopleschristianacademy.ca) has installed programs that allow users to adjust the content, display, and navigation according to their needs with a click of an icon.

## **Employment**

We will notify employees, potential hires and the public that accommodations can be made during recruitment and hiring.

We will notify staff that supports are available for those with disabilities. We will put in place a process to develop individual accommodation plans for employees.

Where needed, we will also provide customized emergency information to help an employee with a disability during an emergency.

Our performance management, career development and redeployment processes will take into account the accessibility needs of all employees.

### **Design of Public Spaces**

We will meet accessibility laws when building or making major changes to public spaces. Public spaces include:

- Outdoor eating areas, like picnic tables
- Outdoor play spaces, like playgrounds
- Outdoor paths of travel, like sidewalks, and curb ramps, parking lot cross-walks
- Accessible off-street parking, like our parking lot
- Service-related areas like service counters, fixed queuing lines and waiting areas

We will put procedures in place to prevent service disruptions to our accessible parts of our public spaces.

### **Changes to existing policies**

We will modify or remove an existing policy that does not respect and promote the dignity and independence of people with disabilities.