

AODA (Accessibility for Ontarians with Disabilities Act)

Childventures Early Learning Academy Inc. Multi-Year Accessibility Plan

An accessibility plan provides a road map to assist Childventures preventing and removing barriers to accessibility. All organizations with 50 or more employees must develop a Plan. The Plan not only describes what the organization will do but also outlines timelines to accomplish its accessibility goals to ensure compliance with the AODA legislation.

Childventures is committed to ensuring that all of its employees and prospective employees who have a disability are treated with respect, dignity and independent consistent with the core values underlying the *Accessibility for Ontarians with Disabilities Act, 2005* and the Integrated Accessibility Standard adopted as a regulation under AODA.

This Multi-Year Accessibility Plan outlines Childventures strategy to prevent and remove barriers to accessibility and describes Childventures approach to complying with the applicable legal and regulatory framework, including those set out in human rights and accessibility-related legislation. This Plan will be reviewed and updated at least once in every five years consistent with the IAS requirements.

Childventures welcomes feedback in relation to this Plan and will provide this Plan in alternate formats upon request. Our Accessibility Policies, Multi-Year Accessibility Plan, feedback and document request procedure are available from the Director or under the Accessibility link on our corporate website.

Where this Plan specifies that documents, alternative formats or communication supports are available upon request, such requests should be directed to the Childventures front desk or via email to peoplesuccess@childventures.ca or in writing to the following address:

Childventures Inc.
Attention: Human Resources
2180 Itabashi Way, Unit # 1
Burlington, ON
L7M 5A5

Consistent with the requirements set out under the IAS regulation, Childventures will implement the following policies, practices and procedures in accordance with the compliance dates set out in the IAS regulation:

Workplace Emergency Response Information

Action Taken:

Childventures has implemented measures for its employee(s) who are unable to follow the standard emergency plan in their Centre's work location, as a result of a permanent or temporary disability or injury. If the employee consents, a designated person will be provided with the alternative emergency preparedness plan to assist the person with a disability in the event of an emergency.

Alternative emergency preparedness plans are stored and kept confidentially with the Director.

Completion Date: Ongoing

Accessibility Policy and Multi-Year Accessibility Plan

Action Taken:

- Childventures has adopted an Integrated Accessibility Policy. The IAS Policy affirms Childventures commitment to meeting the accessibility needs of persons with a disability in a timely manner and outlines the manner in which Childventures will achieve accessibility.
- Childventures has created this Multi-Year Accessibility Plan outlining the Company's phased-in strategy for identifying, removing, and preventing barriers to accessibility.
- The IAS policy and Plan are posted on our corporate website www.childventures.ca and will be provided in alternate formats upon request.
- The Plan will be reviewed and updated at least once every five years.

Completion Date: Reviewed and Updated June 2022, will be reviewed within 3 years

Training

Childventures, Human Resources will ensure that training is delivered to its employees, management and volunteers on the standards set out in the IAS regulation and the *Human Rights Code*.

Action Taken:

- Childventures will ensure that training is provided before or as soon as possible after the employee commences duties and whenever Childventures alters its policies and practices regarding accessibility.

- Childventures will keep and maintain a record of the training provided, including the dates that the training was provided and the number of individuals to whom it was provided.

Completion Date: January 2017

Information and Communications

Accessible Websites and Web Content:

From January 1, 2014, all new or substantially refreshed websites and web content will conform to Level A of the Worldwide Web Consortium's Web Content Accessibility Guidelines (WCAG 2.0). Childventures will ensure that all of its websites comply with WCAG 2.0 Level AA by 2021.

Action Taken

Confirmation the Childventures Website indicating it complies with Level AA. All planned revisions to the website will be in compliance with Level AA.

Completion date: June 2022

Planned Action:

- Compliance will be incorporated into all website project management, including any future intra-net or internal communication websites accessible to employees, management and staff.
- Childventures will work in consultation with its IT provider and will retain the services of an external third party to ensure that web content conforms to the requirements of the IAS standard.

Feedback, Accessible Formats and Communication Supports:

By January 1, 2015, Childventures ensures that:

- Its processes for receiving and responding to feedback are accessible, by providing or arranging for the provision of accessible formats and communication supports, upon request; and
- Childventures will provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, in a timely manner and at no extra cost.

Planned Action:

- In the event that a document is requested in an alternate format and Childventures is unable to meet that request itself, it shall retain a third-party service provider to convert communications and documents to alternate formats and inform all employees who may receive or respond to feedback with information as to how to obtain alternate formats or communication supports from the service-provider.
- Feedback will be accepted at all Childventures locations and sites, an individual wishing to give feedback can contact Human Resources at peoplesuccess@childventures.ca or in writing to:

Childventures Inc.
Attention: Human Resources
2180 Itabashi Way, Unit # 1
Burlington, ON
L7M 5A5

- If requested, documents and correspondence with respect to the feedback will be provided in a manner that is suitable and meets the needs of the person with a disability.
- The public will be notified about the availability of accessible formats and communication supports by a notification on Childventures corporate website www.childventures.ca or by calling the Centres which are located on the Childventures website.

Completion date: Reviewed June 2022

Employment

By January 1, 2016, accessibility will be integrated into Childventures employment-related practices, as follows:

Recruitment

Action Taken:

- Review and, as necessary, modify existing recruitment, assessment and selection procedures and processes.
- Notify all job applicants and the public that accommodation is available during the recruitment process on request, by specifying same in job postings, and on the careers section of the organization's website.

- Specify that accommodation is available for applicants with disabilities in recruitment-related materials and during scheduling of interviews and assessments.
- If a job applicant requests accommodation, Childventures will consult with the applicant and arrange for the provision of suitable accommodation that takes into account the applicant's needs due to disability.
- When making offers of employment, Childventures will notify the successful applicant of Childventures policies for accommodating employees with disabilities; and develop and provide appropriate training to employees and managerial staff responsible for recruitment, assessment, section to ensure these planned actions are delivered, and accommodation requests are fulfilled in an effective and timely manner.

Completion date: January 2017

Workplace

Action Taken:

- Review and, as necessary, modify existing orientation processes to ensure new employees are provided information about Childventures accessibility policies as soon as practicable after employment commences.
- Notify employees whenever there is a change to Childventures Accessibility policies.
- Develop and integrate procedures for documenting and updating, as required, documented individual accommodation plans, disability management and absenteeism processes, and return to work processes in a coordinated manner.
- A process will also be set out on how the employee can participate in the plan's development, and the method by which a copy of the plan will be provided to the employee in a format that takes into account his or her accessibility needs.
- Develop and provide appropriate training to managers and colleagues responsible for supporting the individualized accommodation plan process, and a training schedule for same that will ensure effective execution of the return-to-work process on a continuous process.

Completion date: January 2017

Performance Management, Career Development and Redeployment

Planned Action:

- Review and, as necessary, modify existing performance management, career development and redeployment processes to ensure that the accessibility needs, and individual accommodation plans of employees with disabilities are taken into account.

- Develop and provide appropriate training to managers and other employees responsible for supporting or impacting performance management, career development and advancement, and redeployment processes, and a training schedule for same that will ensure compliance with the processes on a continuous basis.

Completion date: June 2022