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**Multi-Year Accessibility Plan Requirement**

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Regulation 191/11: Integrated Accessibility Standards under the *Accessibility for Ontarians with Disabilities Act, 2005* requires organizations to create multi-year accessibility plans, update them at least once every five years and post them on their websites if they have one. An accessibility plan outlines what steps an organization will take to prevent and remove barriers to accessibility and when it will do so.

The law is flexible, so you can develop your accessibility plan in a way that works best for your organization. There is no right or wrong way. This form includes sample information to help you comply with section 4 of the Regulation.

This section applies to the Government of Ontario, Legislative Assembly of Ontario, Designated Public Sector organizations as well as business/non-profit organizations with 50 or more employees.

**General Disclaimer**

This document is provided for general information only as a sample reference to assist organizations in meeting their obligations under the *Accessibility for Ontarians with Disabilities Act, 2005*. Each organization is responsible for understanding and complying with its legal obligations and developing its own policies, procedures and material based on its particular situation. Users are encouraged to seek independent advice and the Government of Ontario, in providing public information on accessibility is not responsible for its usage.

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**Sample Plan**

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**Message from the CEO**

ADCCS takes accessibility seriously and is consistently reviewing our current policies, and amending them as new information comes to light.

## Introduction

Recognizing individuality is consistent across all policies and we as an organization will do our best to ensure everyone is treated with the respect they deserve. As stated in our Inclusion policy, we will work with any and all resources possible to ensure a safe, respectful and healthy environment for staff, parents and children alike.

Arnprior and District Child Care Services

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Name of Organization

strives to meet the needs of its employees and customers with disabilities and is working hard to remove and prevent barriers to accessibility.

Arnprior and District Child Care Services

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Name of Organization

is committed to fulfilling our requirements under the *Accessibility for Ontarians with Disabilities Act, 2005*. This accessibility plan outlines the steps we are taking to meet those requirements and to improve opportunities for people with disabilities.

Our plan shows how we will play our role in making Ontario an accessible province for all Ontarians.

The plan is reviewed and updated at least once every 5 years.

We train every person as soon as practicable after being hired and provide training in respect of any changes to the policies

We maintain records of the training provided including the dates on which the training was provided and the number of individuals to whom it was provided.

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## Section 1. Past Achievements to Remove and Prevent Barriers

In this section, you have the opportunity to highlight specific projects and programs your organization has implemented to improve accessibility for people with disabilities and to meet requirements of the *Accessibility for Ontarians with Disabilities Act*. Under each heading, add an introductory paragraph, if you wish, and provide information in bullets. You may also want to add a paragraph describing the corporate approach to addressing barriers. Disregard any headings that do not apply.

has completed the following accessibility initiatives.

### **Customer Service**

Provide information detailing actions your organization took to comply with the customer services standard. Include a statement confirming that your organization has remained in compliance with the Customer Service Standards, how customer feedback was submitted, actions to address the feedback received and actions your organization took to identify/address potential barriers that may prevent people from giving feedback.

Detail actions and list initiatives from past years.

ADCCS has remained in compliance with Customer Service Standards and will accept and respond to feedback in various formats to ensure accessibility for all of our families. All of our centers are now located in accessible buildings

### **Information and Communications**

Detail actions and list initiatives from past years.

ADCCS has updated our website to be compliant with accessibility standards and posted the Accessibility Policy on the ADCCS website.

### **Employment**

Detail actions and list initiatives from past years.

On job postings, ADCCS states that all applicants are welcome and if accommodation is required to please let us know. Upon hire, ADDCS ensures all staff are trained and have reviewed our Accessibility Policy. ADCCS also created an Inclusion Policy that includes various resources we reach out to for assistance in accommodating.

### **Procurement**

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

n/a

### **Self-service kiosks**

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

n/a

### **Training**

List initiatives from past years, if applicable.

All staff are required upon hire to complete AODA training and then reviewed annually thereafter.

### **Design of Public Spaces**

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.

n/a

## Transportation

Note: This section may not apply to your organization.

List initiatives from past years, if applicable.  
n/a

## Other

If your organization implemented initiatives that do not apply to any of the above headings, please list them here.  
n/a

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## Section 2. Strategies and Actions

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Identify the projects and programs your organization plans to accomplish to meet the requirements of the *Accessibility for Ontarians with Disabilities Act* and to remove and prevent barriers to people with disabilities.

### Customer Service

Arnprior and District Child Care Services

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Name of Organization

is committed to providing accessible customer service to people with disabilities. This means that we will provide goods, services and facilities to people with disabilities with the same high quality and timeliness as others.

List the initiatives your organization is planning to continue in order to comply with the Customer Service Standard (e.g., training new staff) and specify the timeframe for each.

ADCCS will continue to train new staff to comply with Customer Service Standards as they are onboarded. ADCCS will continue to review training on an annual basis.

### Information and Communications

Arnprior and District Child Care Services

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Name of Organization

is committed to making our information and communications accessible to people with disabilities.

List the initiatives your organization is planning and specify the timeframe for each.

ADCCS will continue to update the website in an accessible manner and will post revised policies if they are created. Each centre will post revised policies on parent boards as another means to communicate to families. Revised policies will be emailed out to families as well.

### Employment

Arnprior and District Child Care Services

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Name of Organization

is committed to fair and accessible employment practices.

List the initiatives your organization is planning and specify the timeframe for each.

ADCCS will continue to mandate training on accessibility for all new staff. ADCCS will continue to ensure policies are reviewed on an annual basis so information is not forgotten. ADCCS will stay up to date on Accessibility standards and ensure new information is passed along to employees as it surfaces.

**Procurement**

Arnprior and District Child Care Services

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Name of Organization

is committed to fair and accessible employment practices.

List the initiatives your organization is planning and specify the timeframe for each, if applicable.

n/a

**Self-service kiosks**

Arnprior and District Child Care Services

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Name of Organization

is committed to incorporating accessibility features/ considering accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks.

If applicable, list the initiatives your organization is planning and specify the timeframe for each.

n/a

**Training**

Arnprior and District Child Care Services

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Name of Organization

is committed to providing training in the requirements of Ontario's accessibility laws and the Ontario Human Rights Code as it applies to people with disabilities.

List initiatives your organization is planning and specify the timeframe for each.

ADCCS will continue to mandate training for all new hires. ADCCS will continue to review policies and training annually thereafter. ADCCS directors will seek out new regulations/information as it presents itself and inform employees as soon as possible.

**Design of Public Spaces**

Arnprior and District Child Care Services

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Name of Organization

will meet accessibility laws when building or making major changes to public spaces.

If applicable, list initiatives your organization is planning and specify the timeframe for each.

At this time, ADCCS is not planning on designing any public spaces.

Arnprior and District Child Care Services

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Name of Organization

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

**Transportation**

Arnprior and District Child Care Services

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Name of Organization

is committed to accessible transportation services.

List the initiatives your organization is planning and specify the timeframe for each, if applicable  
n/a

### Other

If your organization has planned initiatives that do not fit any of the above headings, list them here in bullet format and specify the timeframe.

### For More Information

For more information on this accessibility plan, please contact at

Last Name Lackey	First Name Jodi	Middle Initial
Telephone Number 613-623-6717	Email Address execdir@adccs.ca	

Our accessibility plan is publicly posted at

Website and/or Social Media Addresses  
adccs.ca

Standard and accessible formats of this document are free on request from

Last Name Lackey	First Name Jodi	Middle Initial
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