

# **CAMP NEW MOON**

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## **INTEGRATED ACCESSIBILITY STANDARDS POLICY**

### **Purpose and Application**

Camp New Moon is committed to providing an exceptional and accessible outdoor overnight camp experience to all members of its community, including persons with disabilities. We are committed to meeting the accessibility needs of such persons in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements. This policy is developed to break down barriers and increase accessibility for persons with disabilities both in information and communications, as well as employment. Camp New Moon is committed to putting the following policy into practice as required by the Accessibility for Ontarians Disability Act, 2005 and Regulation 191/11 (the “Regulation”). This policy applies to all members of Camp New Moon’s community including campers, families, employees, agents, volunteers and contracted service staff.

### **Multi-Year Accessibility Plan**

Camp New Moon is committed to providing an exceptional and accessible outdoor overnight summer camp experience to all members of its community, including persons with disabilities. We are committed to meeting the accessibility needs of such persons in a timely manner and will do so by preventing and removing barriers to accessibility and meeting accessibility requirements. Camp New Moon’s Accessibility Policies are developed to break down barriers and increase accessibility for persons with disabilities in the areas of customer service, information and communications as well as employment. Camp New Moon is committed to putting these policies into practice as required by the Accessibility for Ontarians Disability Act, 2005 and Regulation 191/11 (the “Regulation”). These policies apply to all members of the New Moon community including campers, families, employees, agents, volunteers, and contracted service staff.

Camp New Moon is committed to developing, maintaining and documenting a Multi-Year Accessibility Plan outlining a strategy that improves opportunities for persons with disabilities, and prevents and removes barriers.

The Multi-Year Accessibility Plan will be reviewed and updated by our Leadership Team at least once every 5 years and will be posted on our website. Upon request, Camp New Moon will provide a copy of the Accessibility Plan in an accessible format.

**Part 1:** We have committed to and plan to do the following at the indicated times:

**2012:**

Reviewed and updated our emergency and public safety information so that it is accessible to the public, as well as developed a process for responding to requests and supports.

When necessary, we provided and continue to provide individual plans to help employees who have disabilities during an emergency, or emergency information that is formatted so an employee who has a disability can understand it.

We continue to review our emergency information; each summer we determine which employees require this help; we are prepared and ready to provide this information to these employees in an accessible format if required and have systems in place to follow up with these employees periodically to ensure that their needs are being met with respect to accessing this emergency information in the accessible format that they would benefit from.

**2014:**

Created policies and procedures for each standard (which included developing a statement of commitment, assessing our current accessibility policies and identify and address any gaps and update any policies accordingly); Created a Multi-Year Accessibility Plan which is to be updated at least every 5 years; Completed and submitted the government accessibility report;

Reviewed with our website developers and ensured that all new internet websites and web content on those sites conformed to WCAG 2.0 Level A.

**2015:**

Trained all staff, and continue to do so, on what they have to do under the IASR and on aspects of the Human Rights Code that relate to accessibility (training takes place during our senior staff training and pre-camp training sessions that take place in June each summer as well as during planned in-services throughout the summer).

**2016:**

Made information about our camp's goods, services and facilities accessible and available for those that requested it in the accessible format; We put in place systems that notify employees, potential hires and the public that accommodations can be made during recruitment, assessment and selection

processes for people who have disabilities;  
We put in place systems that notify new hires and staff of policies for accommodating employees with disabilities; We have in place a written process to develop individual accommodation plans for employees with a disability; We take the needs of our employees with disabilities into account with our performance review processes to help with performance management.

**2017:**

Completed and submitted the government accessibility report;  
We continue to ensure that we make new or redeveloped spaces accessible.

**2019:**

Reviewed and Updated our Multi-Year Accessibility Plan.

**2020:**

Completed and submitted the government accessibility report; We continue to identify strategies to prevent and remove additional barriers in our camp setting/programming.

**Part 2: Camp New Moon's strategy to prevent and remove additional barriers:**

We are committed to ensuring that we review and update our Multi-Year Accessibility Plan at least every 5 years.

We will work with our IT support team to ensure that by 2021 we will have all of our internet website content conforming with WCAG 2.0 level AA (excluding live captioning and audio description unless time/finances allow us the ability to address these areas too).

We will complete and submit our next government accessibility report in 2023.

We will continue to assess our programs/site/communication and customer service to identify and address/prevent any additional barriers that may arise.

We will continue to consult with our families/staff/campers/alumni and others with and without disabilities to ensure that our Accessibility Policies and Plans are relevant and meet the needs of all. Any policy of Camp New Moon's that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

For more information on this accessibility plan and/or to provide feedback, please contact Sue Goodman at 416-787-4461 or at [info@campnewmoon.ca](mailto:info@campnewmoon.ca)

Accessible formats of this document are available for free upon request by contacting Sue Goodman at 416-787-4461 or at [info@campnewmoon.ca](mailto:info@campnewmoon.ca)

Camp New Moon will ensure that training is provided on the requirements of this Integrated Accessible Standards Policy and on Human Rights as they pertain to persons with disabilities. Training will be provided to every person who is an employee of Camp New Moon; every person who participates in developing our policies; and all third parties who provide goods, services or facilities on our behalf. This training will be provided as soon as possible after the employee is hired; on an ongoing basis in connection with changes to this Policy; and in a way that best suits their learning needs and the duties of the employee/third party. Camp New Moon will keep a record of all training that it provides under this policy.

### **Accessible Formats and Communication Supports**

Upon request, Camp New Moon will provide, or will arrange for the provision of, accessible formats and communication supports at no increased cost, for persons with disabilities, in a timely manner that takes into account the person's accessibility needs. Camp New Moon will consult with the person making the request as well as, notifying the public about the availability of accessible formats and communication supports.

### **Accessible Websites and Web Content**

Camp New Moon will ensure that its website, including web content, conforms to the World Wide Web Consortium Web Content Accessibility Guidelines 2.0, as required by the Regulation, except where this is impracticable.

## **Employment**

### **Recruitment and Potential Employment Screening Process**

Camp New Moon will provide notification to the public that in its recruitment process, accommodations are available for applicants with disabilities. Camp New Moon is committed to employment equity and encourages all qualified candidates to apply. If an applicant requires an accommodation at any point during the hiring/employment process they are encouraged to let the camp know that this is the case and inform the camp to the type of accommodation they require so that the camp can work with them to meet their needs.

Applicants are also reassured that all responses will be handled with strict confidence.

## **Notice to Successful Applicants**

When making offers of employment to the successful applicants, Camp New Moon will notify the applicant of its policies of accommodating employees with disabilities. The information that accompanies the contract indicates the following: Camp New Moon has an accommodation process in place and provides accommodations for employees with disabilities. If you require a specific accommodation because of a disability and/or a medical need please contact Sue Goodman, Co-Owner of Camp New Moon or by e-mail at [info@campnewmoon.ca](mailto:info@campnewmoon.ca) so that arrangements can be made for the appropriate accommodations to be in place before you begin your employment.

## **Informing Employees of Supports**

Camp New Moon will inform its employees of its policies (and any updates to those policies) used to support those with disabilities, including policies on the provision of job accommodations that consider employee accessibility needs due to a disability. This information will be provided to new employees as soon as practicable after they commence employment.

Camp New Moon has a return-to-work process for its employees who have been absent from work due to a disability and who require disability-related accommodations in order to return to work. The return-to-work process outlines the steps Camp New Moon will take to facilitate the return to work and will include documented individual accommodation plans as part of the process in accordance with the requirements of the Regulation.

Where an employee with a disability requests it, Camp New Moon will consult with the employee to provide accessible formats and communication supports for: information that is needed to perform the employee's job and information that is generally available to all of our employees.

If needed, Camp New Moon will provide individualized workplace emergency response information to employees with disabilities.

## **Inclusion**

Camping is a great social experience for all of us. It is even more gratifying when you see staff & campers of all abilities able to accept each other just as they are. In order to maintain the integrity of our inclusion program, it is necessary to put limits on how many campers can be enrolled.