



# **GUIDELINES FOR DISABILITY INCLUSION**

## **IN HEALTHY OUT-OF-SCHOOL TIME**

### **1. ENSURE OBJECTIVES AND SITE POLICIES STRATEGICALLY INCLUDE PEOPLE WITH DISABILITIES**

Site objectives and policies should explicitly and unambiguously state that healthy OST programs, facilities and services are available to all people, including those with physical and cognitive disabilities.

### **2. INVOLVE PEOPLE WITH DISABILITIES IN DEVELOPMENT & IMPLEMENTATION**

Development, implementation and evaluation of healthy OST programs, facilities, infrastructure improvement projects and other services should include input from people with a wide range of disabilities and their representatives.

### **3. PROMOTE PROGRAM ACCESSIBILITY**

Healthy OST programs, facilities and services should be accessible to people with disabilities (and other users). The physical environment, program structure, communication methods and social components need to be accessible in order for people with disabilities to fully participate.

### **4. ACCOMMODATE PARTICIPANTS WITH DISABILITIES**

Healthy OST programs, facilities and services should address the individual needs of participants with disabilities.

### **5. TARGET OUTREACH AND COMMUNICATIONS TO PEOPLE WITH DISABILITIES**

Healthy OST sites should use inclusive language and imagery, a variety of dissemination methods (video, audio) and consider partnership with like-minded organizations when devising program outreach materials.

### **6. ACCOUNT FOR COST CONSIDERATIONS AND FEASIBILITY**

Healthy OST sites should address potential fiscal implications of inclusion including staffing, training, equipment and additional resources needed to create, promote and sustain inclusive programming.

### **7. PRIORITIZE AFFORDABILITY**

Healthy OST programs should be affordable to people with disabilities and their families and caregivers.

### **8. IMPLEMENT PROCESS EVALUATION AND PARTICIPANT FEEDBACK**

Healthy OST programs, special events, facilities and services should implement process evaluation that includes feedback from people with disabilities and family members, personal assistants, caregivers or other representatives. Feedback should be strongly considered in future programming.

### **9. EVALUATE OUTCOMES**

Healthy OST sites should collect data on outcomes attributed to inclusive programs, facilities and services that benefit community members. As part of this data collection, sites should include measures that are specifically designed to review accessibility and inclusion for people with disabilities.

