

## Guide for Integrating Children with Special Needs in Montréal Space for Life Day Camps

To ensure that children with special needs are successfully integrated in our camps, Space for Life follows the registration procedure listed below.

When our camps receive a request to register a child with special needs, the camp managers assess the child's specific needs or the requirement for a shadow during the camp before finalizing the registration.

### *Step 1 – Once a request is received*

A meeting is organized between the camp manager, the child and his or her parent or guardian to assess the child's ability to participate in the camp activities. The parent or guardian must act in good faith and provide the camp manager with all the necessary information to assess the child's special needs.

### *Step 2 – Identifying needs*

In the light of the information gathered at the meeting, the camp manager may, if necessary, ask to speak with a specialized worker or teacher who knows the child in order to identify the child's special needs.

### *Step 3 – Jointly seeking solutions and decision*

In co-operation with the child's parent or guardian, the camp manager considers all reasonable possible means of successfully integrating the child in the camp. On a case by case basis, the undue hardship is evaluated, taking account of the impacts of the accommodation on costs, work organization, safety and others' rights. A decision is then made regarding the child's registration for the camp. If the child is accepted for the camp, a decision is made regarding the type of accommodation to be made.

### *Step 4 – Second meeting*

If it is established that the child will attend the camp with a shadow, a meeting will be organized with the shadow, the parent and the child before the camp starts. The camp prefers to use camp employees as shadows. If the shadow is not a camp employee, the person chosen must meet the criteria required for all camp employees (training meeting ACQ accreditation standards, police check and accident insurance).

### *Step 5 – Follow-up and evaluation*

During the child's stay at the camp, follow-up will be done on the accommodation made. Like all campers, the child must respect the rules for the camp at all times.

At the end of the child's stay, the camp manager and, if applicable, the child's shadow will draft a report indicating the child's ability to participate in camp activities in future with or without a shadow. The child's parent or guardian will be informed of the content of the report in a timely fashion.

It is important for the parent or guardian to follow all the steps in this guide to guarantee the child's successful integration. You may contact the person responsible for the child's integration in the camp at any time if you have any questions.

*The [Guide virtuel](#) – Traitement d'une demande d'accommodement, published by the Commission des droits de la personne et des droits de la jeunesse (CDPDJ), was used in drafting this guide.*