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**Policy:** Inclusion Process

**Adopted by Board of Park Commissioners:** October 2021

The mission of the BPRYCS Department is to deliver high-quality services and facilities that enhance the community's quality of life, meet the diverse needs of all citizens, and build a sustainable future. In order to achieve that mission, BPRYCS has embedded social equity and inclusion as a core value guiding the department's work.

**Social Equity, Inclusion and ADA Statement**

The BPRYCS Department believes that equitable access to high-quality services and facilities is a right, not just a privilege. Our team is committed to providing financial scholarships to families in need, inclusion services and reasonable accommodations to foster environments that are safe, fun and respectful to all. The City of Bristol will comply with the requirements of the Americans with Disabilities Act.

**Inclusion Process**

When someone inquires (in person, over the phone or via email) about participating in a program for an individual with a disability, staff members should do the following:

1. Inform them of our department's commitment to social equity, inclusion and ADA statement
2. Encourage them to register for the activity of interest
3. Ask how we can help you? This will ensure the modification or accommodation being requested is clear.
4. Indicate that the Program Supervisor will follow-up to review the details and establish a plan as soon as possible.
5. Inform the Program Supervisor of the communication right away to ensure a timely response to the participant as well as allowing for adequate time for a request to be granted.
6. In the event that the accommodation requires special funding or there are questions pertaining to reasonableness of the request, the Program Supervisor will consult the Superintendent or Deputy Superintendent.

Aligned with our commitment to social equity, inclusion and in compliance with the Americans with Disabilities Act every effort shall be made to accommodate an individual with a disability into a department program. Rare situations may arise in which we are unable to accommodate a request. This may include situations where:

- The modification or accommodation request is deemed unreasonable (see Appendix A for reasonable modifications as defined by ADA).
- It is determined that the individual (or other individuals) will be unsafe in the program even with the supports/accommodations/modifications provided by the department.

Only the Superintendent or Deputy Superintendent may deny a request for accommodation.