

## Accessibility Policy for Tech Leap Up, LLC

Last Updated: April 1, 2026

### 1. Our Commitment to Accessibility

At Tech Leap, LLC, our mission is to bring seniors and new learners into the future of technology. We believe that digital literacy is a fundamental right. We are committed to ensuring that our website, digital content, and classroom environments are accessible to the widest possible audience, including individuals with disabilities and those using assistive technologies.

### 2. Standards and Guidelines

We strive to conform to the **Web Content Accessibility Guidelines (WCAG) 2.1, Level AA** standards. These guidelines explain how to make web content more accessible to people with sensory, cognitive, and mobility impairments.

### 3. Features for Inclusive Learning

To support our learners, we aim to incorporate the following accessibility features across our platforms and curriculum:

- **Clear Language:** We use plain language and avoid unnecessary technical jargon to ensure information is easy to understand for beginners.
- **Text Alternatives:** We work to provide "alt text" for meaningful images on our website and in our training materials.
- **Keyboard Navigation:** We strive to ensure that our website can be navigated using a keyboard alone, which is essential for users with motor impairments.
- **High Contrast & Readability:** Our digital materials are designed with high color contrast and legible font sizes to assist users with low vision or color blindness.
- **Video Support:** For virtual classes held via Google Meet or Microsoft Teams, we encourage the use of built-in live captioning features to assist those who are hard of hearing.

### 4. Adaptive Teaching Methods

- Accessibility at Tech Leap Up goes beyond software. We adapt our teaching methods by:
- Providing step-by-step, paced instruction.

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- Offering materials in various formats (digital and printable) where possible.
- Encouraging the use of built-in accessibility tools within Windows, macOS, and mobile devices (such as screen magnifiers and voice commands).

## 5. Ongoing Improvements

We recognize that accessibility is an ongoing journey. We regularly review our website and curriculum to identify and fix potential barriers. As technology evolves, we stay informed about new accessibility tools that can benefit our students.

## 6. Limitations and Third-Party Content

While we strive for full accessibility, some portions of our website or training may rely on third-party tools (e.g., YouTube, ChatGPT, or video conferencing platforms). While we select tools that prioritize accessibility, we cannot guarantee that these third-party services are fully compliant with WCAG standards.

## 7. Feedback and Contact Information

We welcome your feedback on the accessibility of our services. If you encounter any barriers or need an accommodation to participate in one of our classes, please let us know. We are committed to making reasonable modifications to ensure you can learn effectively.

### How to Reach Us:

Email: [support@techleapup.com](mailto:support@techleapup.com)

Phone: 301-933-0043

Website: [www.techleapup.com](http://www.techleapup.com)

We will respond to accessibility inquiries within [e.g., 2–5] business days.

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## Internal Checklist for Tech Leap Up Staff

(This section is for your internal use to ensure you are meeting your policy goals.)

- **Alt-Text:** Do all images on the website and in PDFs have descriptive text?
- **Color Contrast:** Is there enough contrast between text and background colors?
- **Captions:** Are we showing students how to turn on "Live Captions" during Google Meet or Teams sessions?
- **Font Size:** Are our handouts printed or displayed in at least 14pt font for better readability?
- **Testing:** Have we tried navigating our new website pages using only the "Tab" key?