



ADR Meeting Preparation Guide for Kinship & Foster Parents

Suggested Steps to Follow:

1. Be professional; focus on facts and pertinent information. Adhere to appeal process timelines.
2. Document a written history of communication between you and the agency you are working with – chronological dates, names and details of each communication (try to use email and other written correspondence).
3. Create a clear list of topics to address at the ADR meetings. List the points you want to cover.
4. Try to keep your emotions in check – even practice with loved ones before attending the meeting.
5. Bring someone to the meeting to support you but make sure that person can keep their emotions in check.
6. Avoid using ‘possessive language’, ex: “My kids”, “this is their home”, “I am their parent”.

Once at the ADR meeting:

Take Notes

Present your key strategies/tools/skills that support the child’s healthy development.

Discuss how you worked through specific child development challenges – give examples.

Achievements and Milestones of the child.

Attachment the child has made in your home.

Activities you do with the child.

Bring a picture of the child to place in centre of the table to remind all present who we are discussing.

If transitioning is being discussed offer your assistance/presence throughout the transition process. And offer to be present in the child’s life as a future respite provider, co-parent or a lifelong connection.