

Preparing for the meeting:

1. Write down the child's strengths and areas of development

	Strengths	Goals
Personality		
Skills		
Social		
Communication		
Other (interests)		

2. Circle the areas above where you would like to be supported. Feel free to talk to the child about the above chart.

3. What are the services that the child already receives?

4. What questions do you want to bring up at the meeting?

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

At the meeting:

Date: _____ **Where:** _____

Who attended: _____

Who I spoke to: _____

Reason for meeting: _____

5. Write down words and terms you do not understand.

Unclear word or term	Definition

6. Things to remember:

7. New information:

Wrapping up the meeting:

8. Repeat the main points to the providers at the meeting to be sure you understand what was said correctly. If you are not sure, ask to go over it again. The main points can be written here:

9. Make sure that you know what will happen after the meeting. Write the plan or goals down.

10. What other services/resources do we need, following this appointment? (e.g. Social Work, Family Resource Centre, suggested books)

11. How do I contact you if I have any questions?

Name of health care professional: _____

Title or role in child's care: _____

Phone number: _____

12. When will the next appointment be?

Date: _____ Time: _____

Location: _____



Family Tip: What's your child's *superpower*? Write it here and remember it 😊: _____

*Document last updated: July 2017 by a Family Support Specialist
Created in partnership with the families in the Family Advisory Committee*