

SPECIAL INVITATION TO KCR'S 30TH ANNIVERSARY!!!**September 27; 11:00-3:00****Where: #120-1735 Dolphin Avenue****BBQ and Open House****Information on services provided****Meet the staff and board****Rsvp required: jenn@kcr.ca****Invitation****PLEASE JOIN US IN OUR CELEBRATIONS**

We would be honored to have you attend as a way to thank you for your hard work and dedication to adoption!

There may be another SAFE Training scheduled in Vancouver in the summer! Please see the SAFE website for details.

www.safehomestudy.org

Don't forget to LIKE us on FACEBOOK!!

**What's New at The Adoption Centre of British Columbia?****Division of Work and Introduction of Caseloads**

We have decided that in order to provide better service to clients that we will assign families to be on social worker caseloads. Families are now assigned to a specific worker's caseload (either Marni or Deanna) once they have been approved to adopt through the home study. What that will mean for you is that it is likely going to be best to speak to the social worker with conduct of the case as they will know the family and their situation best. To find out who the family's case worker is you can contact our office.

During the home study, Jennifer will be the point person and so please direct questions to her along with the home study when it's ready for editing. **Post placement reports** should be sent to Jennifer also. **For Financial and Payment enquires** please contact Marlene.

When and How Can you Reach Us?

Deanna – Tuesday to Friday 8:30-2:00 dnotte@kcr.ca

Marni – Monday and Wednesday – 8:30-4:30 marni@kcr.ca

Jennifer – Monday to Friday – 8:30-4:30 jenn@kcr.ca

Marlene – Mon. PM (1:00-4:30); Tues. PM;
Wed. 8:30-4:30; Thurs. PM and Fri. PM adoptioninfo@kcr.ca

Diane – Monday to Friday – 8:30-4:30 diane@kcr.ca

For any enquires that can't wait for the caseworker, contact Jennifer

Friendly Reminders

Invoices to us within 2 weeks of completing work

Please be sure to send us your invoices within 2 weeks of completing the contract for payment! We want to pay you for your hard work! You can send them by hardcopy or by email to adoptioninfo@kcr.ca.

SAFE Rating page

Please don't forget to sign and send in the *SAFE Rating page* along with 3 signature pages to our office when the study is being signed off!

SAFE ratings of 3 or higher

Please remember that all SAFE ratings of 3 or higher need to be discussed with Jennifer Wall, the Administrator of The Adoption Centre of BC. Please send Jennifer an email outlining the Section of the Deck Guide, the rating assigned and the details as well as any mitigating factors. She will arrange a time to chat by phone or will respond by email. Her email is jenn@kcr.ca. Please note that these issues need to be reviewed by Jennifer even when you believe that the issue is mitigatable!

Home Study Editing Process Reminder

PLEASE BE SURE TO CHECK THE CHILDREN'S CONSORTIUM WEBSITE TO DOWNLOAD THE MOST UP TO DATE SAFE HOME-STUDY TEMPLATE FOR EACH HOME-STUDY ASSESSMENT. PLEASE DISCARD ANY PREVIOUS HOME-STUDY TEMPLATE WRITE UPS THAT YOU'VE BEEN SENT PREVIOUSLY.

Submit the completed draft to our office for editing prior to showing it to the family (jenn@kcr.ca). BEFORE you submit your draft to our office, please proof read for spelling, punctuation and grammatical errors. We edit for content and assessment only.

When we have read through and made any necessary changes to the study, we will send you a pdf version to share with the family so that you have control of the draft changes. We will also send you a WORD version with the changes highlighted for easy reference and to also use to make any changes that you agree to based on the family's wishes after they've read the pdf version (which doesn't have the changes highlighted).

Please ensure that only the pdf version is forwarded to the family.

Please only use the most recent WORD edited version of the study when making changes otherwise changes get lost and the final report is missing some of the editing.

Please send that final WORD document draft back to our office at the time that you are submitting the signature pages by mail to ensure that our office has the FINAL WORD ELECTRONIC COPY (Indicate in the email that this is in fact the final draft of the document.)