Sections 53 and 54 of The Adoption Act requires a person placing and a person receiving a child for purposes of adoption to notify either the child and family services agency or adoption agency having jurisdiction in the area where the prospective adoptive parents reside. Agency involvement is required in all private (Division 2) placements.

Agency involvement assures the best interests of the child and protects the rights of the birth parents and the adoptive parents. All parties to a private adoption must be informed of all options and resources available to them prior to any irrevocable decisions being made.

**STANDARDS**

553.1 **Agency counselling services**

Agency counselling services are provided to the birth parent and the prospective adoptive applicant throughout the adoption process as required by the Act and regulations.

553.3 **Agency decision**

An agency decision to approve or not approve a private adoption is made by the regional manager or executive director.

553.4 **Placement approved**

Where an agency approves a private adoption placement, all parties to the adoption, the prospective adoptive parents, the relinquishing birth parent and the lawyers involved, are immediately notified by phone. Completed prescribed forms indicating the approval are sent to all parties to the adoption as well as the Director within two working days.

553.5 **Placement not approved**

Where an agency does not approve a proposed private adoption placement, all parties to the placement are notified by registered mail of the agency's decision. Applicants may ask the Director to review the matter, and the Director's decision is final.
553.7  **Agency supervision**

Where an agency approves a private adoption placement, the agency maintains regular contact with the adoptive family at least once a month until the adoption is finalized.

553.8  **Service to court**

Where an agency approves a private adoption placement, the agency's final report compiled following the supervisory period is submitted to the court prior to the hearing date or as directed by the court. The report includes an assessment of the preplacement situation, the supervisory period, and agency recommendations concerning the application (see Section Appendix 553B).

553.9  **Certification by Director**

Upon receiving a notice of hearing, and within 24 hours of the hearing date, the Director provides certification that:

- a withdrawal of consent has not been served under Section 22(1) of the Act
- no application for a declaration of paternity was served under *The Family Maintenance Act*.

553.10 **Closure notification**

The agency notifies the Director within one month of every private adoption case closure.
### Private adoption

#### Identifying information:
- Adoptive applicant(s)
- Address and telephone
- Child(ren) to be adopted
- Date(s) of placement
- Legal/birth mother
- Legal/birth father
- Facilitator
- Referring solicitor

#### Each child:
- Birthdate and place
- Physical description
- Medical information
- Developmental or psychosocial information
- School performance
- Relationships with adoptive family, opposing parent, siblings
- Attitude toward adoption
- Sources of information

#### Each party:
- Birthdate and place
- Nationality, ethnic and racial origin
- Religion
- Health
- Education and training
- Employment and financial circumstances
- Hobbies and interests
- Personality
- Home and neighborhood
- Marital status and relationship
- Relationships with child(ren)
- Sources of information

#### Other children:
- Names
- Birthdates and places
- Attitude toward adoption
- Sources of information

#### Particulars:
- Circumstances leading to placement
- Reasons for placing child
- Reasons for applying to adopt
- Other comments

#### Action taken:
- Approved/not approved by agency
- Supervision following approval
- Action where no approval

#### Recommendations:
- Adoption/no adoption

#### Referring agency:

#### Compiled by:
- Social worker
- Supervisor

#### Signed and approved by:
- Regional or executive director

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This is my report pursuant to Division 2 of *The Adoption Act*

Executive Director/Regional Manager