

# MPP Meeting Checklist

## Before the meeting:

- Review the materials in this kit to get a clear understanding of the issue and what we are asking for.
- If you are able, you can add notes about the specific situation in your community. What fees to parents typically pay? Are there waitlists? What do early childhood educators make in your area?
- Know how long your meeting is.
- Decide who will say what in your team and how you'll stay within the allotted time.
- Decide who will take some short notes.
- Have ready copies of the material to be left with the MPP: *Wanted: Child Care Champions at Queen's Park*, and *Child Care Champion photo sign*.
- Plan to be at the meeting location 10 or 15 minutes early.

## During the meeting:

- Right at the start, introduce yourself and confirm how long you have.
- Take the lead. You asked for the meeting, so you can lead the conversation.
- Listen well but don't let the MPP talk so much that you don't get a chance.
- Treat all questions calmly and seriously. You can learn a lot from the questions they ask.
- If you are asked a question you do not know the answer to, do not make up a response on the spot. Tell the politician you will get back to them with an answer.
- For the note taker: notes do not have to be exhaustive, but note if the MPP commits to something or refuses to commit to something.
- Ask if the MPP will take a photo. You can hold up the Child Care Champion sign if they agree.
- Do not prolong the meeting beyond the allotted time unless the politician indicates that they want the discussion to continue.

## After the meeting:

- Debrief with your team right after the meeting.
- Send any notes and photos as soon as possible to [carolyn@childcareontario.org](mailto:carolyn@childcareontario.org) . Let us know if we can share the photos on social media.
- Flag any questions raised by the politician that you could not answer and any extra information that was requested.
- Flag any commitments that were made to you by the politician.
- Don't let the contact end after one meeting.* Send the MPP a thank you letter or email, offer to introduce them to others in the local child care community, or arrange a tour of a local child care centre.