

Calm Communication Mini-Pack

Printable neutral scripts, do/don't examples, pause-before-send checklist, and unsafe-message boundaries.

Support-first route: safety, basic needs, school/provider support, calm communication, own records, and official/legal doors only when needed for safety, deadlines, orders, or required process.

Privacy boundary: Do not send FOCaF child names, private allegations, medical records, sealed records, or confidential family materials. These sheets are for the family's own private use.

1. Mini-pack purpose

Use this mini-pack for brief adult-to-adult logistics. It is not for threats, harassment, legal strategy, therapy, or making children carry adult messages.

- One topic per message.
- Dates, times, items, and child routine details first.
- No insults, diagnosis, sarcasm, or public shaming.
- No child-as-messenger requests.
- Stop and seek qualified help when messages involve threats, fear, stalking, coercive control, or danger.

Do not paste private child/case facts into online tools. Do not invent facts or make a message sound more certain than the facts support.

2. Ten neutral scripts

Copy, shorten, and adapt these to logistics only.

| Use when | Neutral script |
|----------------|--|
| Pickup time | I can handle pickup at 5:30 today. Please confirm by 3:00 so the child is not waiting. |
| School folder | The school folder needs to travel tomorrow. I will send it back after school. |
| Appointment | The appointment is Thursday at 2:15. Please confirm whether transportation is covered. |
| Need time | I received your message. I need time to read it carefully and will respond about logistics by tomorrow at noon. |
| Reset | I want to keep this focused on the child's routine. Let's separate schedule details from adult disagreements. |
| Heated message | I will respond to schedule and school details. I will not continue insults or threats by text. |
| Missing item | The backpack was missing the folder today. Please send it tomorrow. |
| School update | The child had a hard morning and may need a quieter start. I am sharing this only so the day can go more smoothly. |
| Transportation | Can you confirm who is driving on Friday? I want the plan clear for the child. |
| Agreement | My understanding is pickup is 5:30 and the folder travels with the child. Please confirm. |

3. Pause-before-send checklist

Read the message once as if a judge, teacher, advocate, or counselor might see it. Then simplify.

- Does this ask one clear question or name one clear task?
- Can I remove blame words and keep the useful fact?
- Does it keep the child out of adult coordination?
- Does it avoid diagnoses, threats, sarcasm, and insults?
- Does it avoid private medical, sealed, or confidential details?
- If unsafe, am I using the right safety/legal/support door instead of arguing by text?

4. Do / do not examples

Rewrite heat into logistics.

| Avoid | Use instead |
|------------------------------------|---|
| You never bring the right things. | The backpack needs the folder tomorrow. Please send it with the child. |
| You are trying to ruin everything. | I need confirmation of pickup time by 3:00 so the child is not waiting. |
| Tell the child I am right. | I will communicate adult details directly with adults. |
| This proves you are dangerous. | I will not continue this by text. I am using qualified safety/legal support for next steps. |
| The school needs the whole story. | The school may need a short routine update so the child can get through the day. |

5. Unsafe or threatening messages

Calm communication is not a reason to tolerate danger.

- If there is immediate danger, call 911.
- If someone is in crisis, call or text 988.
- If messages include threats, stalking, intimidation, coercive control, or fear, seek qualified safety/legal/advocacy help.
- Do not debate safety issues by text if doing so increases danger.
- Save your own records privately and verify official/legal steps through official doors.

This is public education, not legal advice, therapy, diagnosis, or safety planning.

6. Online-tool safety

If you use an online tool to improve tone, keep it generic and privacy-safe.

- Do not paste child names, full addresses, medical details, sealed records, allegations, or confidential court materials.
- Ask for a shorter, calmer, more factual version without adding new facts.
- Check every sentence for accuracy before sending.
- Do not use AI to create evidence, exaggerate certainty, or impersonate a professional.
- When in doubt, use a qualified professional instead of an online tool.

FOCaF does not collect messages, uploads, child data, or private case materials.