

CALM COMMUNICATION

School and Provider Communication Binder

A calm communication tool for logistics, transition notes, tone checks, and adult-to-adult updates that do not put children in the middle.

You may be here because You need to send or prepare a calm logistics message and keep children out of adult conflict.	This guide helps you A calm communication tool for logistics, transition notes, tone checks, and adult-to-adult updates that do not put children in the middle.
First safe step Pause, name the date/time/place/item, remove blame, and keep the child out of the message.	This is not This does not replace 911, crisis help, legal advice, medical or mental-health care, safety planning, official forms, or current local verification.

Safety first: Immediate danger belongs with 911. Call or text 988 for crisis support. Maine Crisis Line: 1-888-568-1112. If abuse, coercive control, stalking, or fear may be present, use a safe device and trusted support before joint communication, counseling, or mediation.

Current online version and related tools
<https://focaf.jtforme.com/resources/>



Calm message checklist

The goal is to solve the logistics without pulling children into adult conflict.

- Pause before sending the message.
- State only the date, time, place, item, appointment, or school fact.
- Keep children out of adult messages.
- Save a clean copy for your own records if needed.

Child-centered note for School and Provider Communication Binder: Save only what helps with safety, stability, school, health, routines, support, or the next clear step.

Message draft worksheet

Keep messages short, factual, and centered on logistics.

What needs to happen	
Date and time	
Place or person involved	
Neutral message draft	
Tone check before sending	

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No child messenger rule

Children should not carry adult pressure, accusations, or legal messages.

- Send adult-to-adult logistics directly when safe.
- Do not ask a child to report on the other home.
- Do not ask a child to keep unsafe secrets.
- Use school/provider support when the issue affects school, care, or health.

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Transition notes

Use neutral notes for belongings, medication, school items, comfort items, and routine needs.

Item or issue	What is needed	Follow-up
Medication or health item		
School item or paperwork		
Clothing or belongings		
Comfort item or routine note		
Transportation or timing question		

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Keep personal details private

Use these pages for your own planning. Share sensitive details only with trusted helpers, qualified professionals, official agencies, legal counsel, or emergency/crisis support when needed.

- Do not put child names, medical records, sealed records, confidential court materials, or private allegations into broad emails, social media, or untrusted forms.
- Store sensitive documents somewhere safe.
- Ask a qualified professional or official office when safety, health, legal process, or deadlines are involved.
- Use general review notes only for wording, policy, process, safety, clarity, and implementation suggestions.

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Before you stop

Pick one next step that is safe, realistic, and helpful.

One thing I can do today	
One support door to check	
One document or note to organize	
One person or provider to update	
One thing to leave for later	

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