

CALM COMMUNICATION

# Transition and Handoff Binder

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

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

**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 Transition and Handoff 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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