

Communication Guidelines

Emails

1. Changeover Updates: Health issues and changes
Appointments scheduled or needing to be scheduled
School/Day Care issues
Issues, changes or concerns re: friends
Daily life issues, changes or concerns
2. Issues regarding the residential schedule including proposed changes or swaps
3. Financial information
4. Written agreements or “minutes” from a formal coparenting meeting

Making emails work well:

Make good use of subject lines so coparent can easily find info when needed

Create folder and subfolders for emails

Write “time sensitive” in the subject line as well as the topic of email if there is a deadline involved

Consider creating a separate email address to have more control of when you read these emails

Texts

1. Immediate updates on current changeover, i.e. running late, change of venue, etc.
2. Notice of need to stop in to pick up forgotten item
3. Courtesy note of email sent that has been requested or is time sensitive
4. Emergency

Phone

1. Prearranged time to have a discussion/ phone meeting
2. Emergency

In Person Casual

1. Maybe never, depends on the level of conflict
2. Never have a casual conversation about a contentious issue
3. In front of children never risk a conflict and only speak about child friendly topics in a friendly manner

In Person Formal

1. Mediated or unmediated formal meetings (see the “Tri-Annual Mediated Coparenting Plan” in Resources)