



*Bay Brooke Center*  
*For Independence & Wellness*

**PARENTING AND DIVORCE CLASS.COM**  
A Parent Education and Family Stabilization Course

## Two Home Communication Memos

The following "memos" can be used to notify your co-parent of significant events in your child's life, to request a change in time-sharing arrangements and to clarify agreements. Parents experiencing highly conflicted relationships can use these memos to establish information sharing while minimizing face to face contact. Mail or fax these memos to your co-parent.

### "Confirmation Memo"

*Dear Co-Parent,*

*In an attempt to work together for our children, this is a courtesy reminder.*

*Our child \_\_\_\_\_ has an activity of*  
\_\_\_\_\_ *on*  
\_\_\_\_\_ *at* \_\_\_\_\_.

\_\_\_ *Additional information attached*

\_\_\_ *Hope to see you there*

*Signed* \_\_\_\_\_

*Dated* \_\_\_\_\_

# Negotiation Worksheet

## Step #1: NAME THE PROBLEM

A. Problem

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B. How it impacts our child

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Child Focused \_\_\_\_\_ Self-Focused \_\_\_\_\_

C. Create an "I" Statement

I feel/felt \_\_\_\_\_  
when \_\_\_\_\_  
because \_\_\_\_\_  
and what I'd like is \_\_\_\_\_

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## Step #2: REFLECT (then share opinion-reflect)

## Step #3: BRAINSTORM SOLUTIONS (don't evaluate them)

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_
- d) \_\_\_\_\_
- e) \_\_\_\_\_

## Step #4: CHOOSE A SOLUTION (find best solution for your child)

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## Step #5: REVIEW (who does what by when?)

## Step #6: ACTION (time limit)

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## Step #7: RE-EVALUATE

Date \_\_\_\_\_

# "Location Notification"

*Dear Co-Parent,*

*This memo is an attempt to be respectful and to keep you informed of my location in case of an emergency. I will be out of town on the following dates \_\_\_\_\_ and may be reached at the following phone number*

\_\_\_\_\_.

(OR)

*Dear Co-Parent,*

*This memo is to keep you informed of the children's location. We will be away from home on the following dates*

\_\_\_\_\_. *The children may be reached at the following phone number*

\_\_\_\_\_.

*Signed* \_\_\_\_\_

*Dated* \_\_\_\_\_

# "Shared Decision Memo"

*Dear Co-Parent,*

*I am considering \_\_\_\_\_ for  
our child \_\_\_\_\_. This  
would occur on the following dates*

*\_\_\_\_\_. The cost is  
\$\_\_\_\_\_.*

*\_\_\_\_\_ I am requesting your feedback regarding this proposal*

*\_\_\_\_\_ I am requesting your financial assistance*

*\_\_\_\_\_ I am assuming I will pay for this under our normal agreement*

*If I do not hear back from you by*

*\_\_\_\_\_ I will assume you*

**do not object to this idea** and I will proceed. However, it would be best to discuss this matter directly. I hope that you will support this plan. Let me know, ASAP.

*Signed \_\_\_\_\_*

*Dated \_\_\_\_\_*

# "Medical Notification"

*Dear Co-Parent,*

*It is important that you know \_\_\_\_\_  
has been ill with (symptoms)*

\_\_\_\_\_.

*He/She is currently taking the following medication(s)*

\_\_\_\_\_.

*On the following schedule*

\_\_\_\_\_.

\_\_\_\_\_ *He/She had a doctor's appointment on \_\_\_\_\_.*

\_\_\_\_\_ *He/She will see the doctor on \_\_\_\_\_.*

\_\_\_\_\_ *The medication was prescribed by the doctor.*

\_\_\_\_\_ *Only as needed*

\_\_\_\_\_ *Every \_\_\_\_\_*

\_\_\_\_\_ *Since it is an antibiotic, he/she must finish the entire bottle*

\_\_\_\_\_ *The medication is over the counter and needs to be administered*

\_\_\_\_\_ *Only as needed \_\_\_\_\_*

\_\_\_\_\_ *Every \_\_\_\_\_*

*Other instructions include:*

\_\_\_\_\_.

*As always, thanks for working with me.*

*Signed \_\_\_\_\_*

*Dated \_\_\_\_\_*

# "Offer for Additional Time"

*(first right of refusal)*

*Dear Co-Parent,*

*Although our children are scheduled to be with me on*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ I

*will be unavailable to keep them due to*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

*Since the children should have an opportunity to be with you rather than someone else, I am informing you of the situation first. Unless I hear from you by \_\_\_\_\_, I will make other arrangements for the children at my expense.*

*As always, I will let you know where they will be during this time.*

*Signed* \_\_\_\_\_

*Date* \_\_\_\_\_

# "Management Memo"

Dear Co-Parent,

It is important that you be aware of the following management problems that our child,  
\_\_\_\_\_, is having.

I have been notified by the school that our child is experiencing the following difficulties at school:

\_\_\_\_\_ School performance has dropped

\_\_\_\_\_ Not turning in homework or completing school work

\_\_\_\_\_ Peer related problems

\_\_\_\_\_ School behavioral problems

\_\_\_\_\_ Seems to need tutoring in \_\_\_\_\_

Home Management Problems include:

In an attempt to work as a team to help our child, I would suggest we

\_\_\_\_\_ Meet to discuss this further

\_\_\_\_\_ We both do the following

I will plan to use the following consequences/motivators to address the school problems,

I will plan to use the following consequences/motivators to address the home problems,

Since I respect your parenting input, please let me know your thoughts and your willingness to join me in this effort. If both of us use similar management techniques, we will be better able to help our child achieve personal goals. Please call to discuss this further. Thank you for your consideration.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# "Request for Change"

*Dear Co-Parent,*

*I am respectfully requesting the following change to our child's time share arrangement. I would like to request the following change:*

*Original Dates* \_\_\_\_\_ *Original Times* \_\_\_\_\_

*Requested Dates* \_\_\_\_\_ *Requested Times* \_\_\_\_\_

*I am requesting this change for the following reason(s)*

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*Please consider this request and get back to me by*

\_\_\_\_\_ *so we can make the necessary changes. Otherwise, I will assume that this request has been denied and will stay with the original schedule. Thank you for your cooperation.*

\_\_\_\_\_ *If necessary, I am willing to arrange an equal exchange*

\_\_\_\_\_ *Call to discuss further*

*Signed* \_\_\_\_\_

*Dated* \_\_\_\_\_