

Parent Information Form

Rules and Guidelines

The Parent Information Form was developed as a tool to aid parents in communicating information directly related to the child and each parent's parenting time. The form must be completed **prior to the scheduled exchange time**, therefore please advise the receptionist that a Parent Information Form has been completed so that the Family Consultants can be notified. If the Family Consultant deems the content or language of the form to be inappropriate, the form will not be passed to the other parent. Passing the form to the other parent is at the sole discretion of the Family Consultant.

Appropriate Uses of the Parent Information Form:

- Homework
- Medication/injuries/medical information
- Extra-curricular activities
- Schedule changes
- Holiday/vacation schedules
- Contact information
- Grades
- School information/Parent-Teacher conferences
- Sleep/naps
- Diet/nutrition
- Toilet training

Inappropriate uses of the Parent Information Form:

- Abusive and/or derogatory language
- Negative or harsh tone
- Threats
- Demanding a response from the other parent
- Information regarding property or finances

This is not an exhaustive list of appropriate and inappropriate uses of the Parent Information Form. The Family Consultant will determine if the completed form is to be passed to the other parent. If you have any questions or need assistance, please ask the Family Consultant for direction. Please take forms home with you so that you can prepare them prior to the exchange time. We make every effort to remain on schedule with exchanges, so these forms and responses must be completed prior to the exchange time.

Our goal is to encourage parenting time as ordered by the court. We will do our best to help exchanges proceed safely and efficiently as well as provide a means to communicate about issues related to your child and parenting time. When appropriate, use mail, telephone, email or your attorney to communicate issues that do not require immediate attention. Thank you.