



SPECIAL SECTION FOR DIVORCED PARENTS Communication Tips for Effective Co-Parenting

E-mail is a great way for co-parents to communicate. I recommend ground rules for e-mail communication so that co-parents can share information and ask and answer important parenting questions.

E-Mail/Fax/Text Message Guidelines

The purpose of e-mail is to communicate information between parents in a direct and child-focused manner. It is not a forum to bring up past hurts, complaints, or disagreements.

Therefore the following rules are in order:

DO'S

1. Child Focused
2. Brief and to the point
3. Font Size – 10 or 12
4. Black or Blue Ink
5. Bullet Points
6. Refer to former spouse by name in the beginning of correspondence and sign your name at the end of the correspondence
7. Designate a specific turn around time : _____
8. Computer use: use a specific program designed for co-parents or cc. Parenting Coordinator e-mail correspondence.

DON'T'S

1. No colors other than black or blue
2. No font size larger than 12 or smaller than 10
3. No exclamation points, CAPS, bold, underlining
4. No profanities, vulgarities or sarcasm re: former spouse or significant other
5. No novels, lengthy paragraphs, diatribes
6. No emotions or past history

***E-mail, text messages and fax correspondence between parents shall never be shown to the children. Security on computers will be enforced to ensure that children do not have access to this communication.