



FOR OUR CHILDREN AND FAMILIES

## FOCAF Complete Family Binder Edition

*A single printable binder that brings the strongest family-help packets together in one calm, child-centered place.*

### **What this binder is for**

Use it when papers are scattered, the next official step is unclear, or family logistics keep getting lost. You do not need to use every section. Start with one packet and one next step.

This binder is for organization, planning, communication, and steadier family follow-through. It is not legal advice.

# What is inside

This edition includes the strongest FOCAF family-help packets in one print-ready order. Divider pages come before each major section so families can print the whole binder or only the parts they need.

Section or packet	What it helps with	Pages
<b>Start Here divider</b>	Opens the binder and marks the calm-entry packet.	6
<b>Family Practical Pack</b>	A calmer first packet when everything feels scattered.	7-12
<b>Prepare + Organize divider</b>	Marks the family-file section.	13
<b>Prepare + Organize Family File</b>	Names, dates, notices, timeline notes, questions, next actions.	14-18
<b>Court Week + Day-Of divider</b>	Marks the hearing-week section.	19
<b>Court Week + Day-Of Packet</b>	Arrival plan, papers, what to bring, calmer day-of follow-through.	20-24
<b>After the Hearing divider</b>	Marks the follow-up section.	25
<b>After the Hearing + Next 7 Days</b>	Orders, updates, notices, appointments, follow-up tasks.	26-29
<b>Child Well-Being divider</b>	Marks the child-centered note section.	30
<b>Child Well-Being Organizer + Quick Guide</b>	Routine, school, health, transitions, notes, patterns, support framing.	31-37 + 38-42
<b>Communication + Care divider</b>	Marks the family working-pages section.	43
<b>Transitions + Communication / School + Care / Appointments + Medication</b>	Day-to-day family working pages.	44-48, 49-51, 52-54
<b>Housing + Help divider</b>	Marks crisis and practical	55



**FOR OUR CHILDREN & FAMILIES** COMPLETE FAMILY BINDER EDITION

	support pages.	
<b>Housing Stability + Maine Help Contacts</b>	Housing documents, first calls, crisis lines, support doors.	56-60 + 61-63
<b>Official Doors divider</b>	Marks Maine official/legal-help pages.	64
<b>Maine Legal Help + Official Doors</b>	The right Maine office, form page, legal-help door, or next appointment note.	65-68

Note: each included packet keeps its own internal page numbers and cover pages. This makes it easier to print single packets later without losing context.



# Choose one section first

You do not need the whole binder today. Pick the section that matches the immediate problem, then stop once you have the next step written down.

If this is the problem	Open this section first	Pages
<b>I need one calm place to start.</b>	Start Here / Family Practical Pack	6 + 7-12
<b>The papers are everywhere.</b>	Prepare + Organize	13 + 14-18
<b>A hearing, review, clinic, or conference is coming.</b>	Court Week + Day-Of	19 + 20-24
<b>The hearing just happened.</b>	After the Hearing	25 + 26-29
<b>I need child-centered notes, not a case pile.</b>	Child Well-Being	30 + 31-37
<b>Transitions, school, messages, or appointments are drifting.</b>	Communication + Care	43 + 52-54
<b>Housing, crisis contacts, or help numbers matter first.</b>	Housing + Help	55 + 61-63
<b>I need the right Maine office or legal-help door.</b>	Official Doors	64 + 65-68

### Print-light suggestion

- Print only the section you need first.
- Put current orders, notices, and school papers in front of that section.
- Write the next date, deadline, or appointment on the first page you print.



# Set this binder up in ten minutes

Use this page as a calm setup sheet before you start filling in the packets.

**Today's date:** \_\_\_\_\_

**Child or family name to put on the cover:** \_\_\_\_\_

**Next hearing, meeting, or deadline I know about:** \_\_\_\_\_

**School, provider, clinic, or office I may need to contact first:** \_\_\_\_\_

**The one packet I am starting with today:** \_\_\_\_\_

## Keep near the front

- Current orders or notices you need to look at often
- A short timeline page with the last few important dates
- School contact details and the next provider appointment
- Any paper you keep re-looking for

### Keep the goal small

The goal is not to build a perfect binder. The goal is to make the next school call, provider follow-up, court week, or family transition less chaotic than it was yesterday.



FOR OUR CHILDREN AND FAMILIES

# Start Here

*First packet to open when things feel scattered.*

**Place behind this divider**

- Related packet pages
- Loose notes for this section
- Recent documents that still need filing



## Family Practical Pack

A calmer start for Maine families who need the next step, not more confusion.

*Built for print, phone-save, and first-use under stress.*

- Use this packet when the papers are scattered, the next call is coming fast, or a hearing is making everything feel harder.
- Start with the practical step in front of you. Move into the bigger public record only after the immediate door is open.
- Keep this packet child-centered, factual, and focused on what needs to happen next.

Maine family-help materials designed to be printable, calmer to use, and easier to carry under stress.



START HERE

## Use the packet in this order

The first page should help you settle the moment. The rest should help you gather what matters, carry less clutter, and leave each contact with a clear next step.

<b>1. Safety first</b> <ul style="list-style-type: none"><li>• If there is immediate danger, use emergency or crisis support before doing paperwork.</li><li>• Keep the safest contact method visible.</li></ul>	<b>2. Name the next event</b> <ul style="list-style-type: none"><li>• Write down the next hearing, deadline, appointment, or call you need to make.</li><li>• Put the newest notice or order on top.</li></ul>
<b>3. Build one small working folder</b> <ul style="list-style-type: none"><li>• Keep only the top paper, the short timeline, and your key questions together first.</li><li>• Do not try to carry the whole history at once.</li></ul>	<b>4. Leave with a next step</b> <ul style="list-style-type: none"><li>• After each call, write down the name, the answer, and the next date or task before the day ends.</li><li>• Update the packet the same day when you can.</li></ul>
<b>A good first 15 minutes looks like this</b> <ul style="list-style-type: none"><li>• Find the newest paper with a date on it.</li><li>• Write down the exact next event.</li><li>• Make a short list of the top two or three questions.</li><li>• Choose one safe support person or callback method.</li><li>• Stop sorting only after the first useful folder is built.</li></ul>	
<b>Find the right lane fast</b>	
Use the real-life need in front of you to choose the next door. You do not need to solve every part of the situation before taking the first practical step.	
<b>If the issue is safety</b> <ul style="list-style-type: none"><li>• Use an established crisis or emergency doorway first.</li><li>• Keep the packet small and the contact method safe.</li></ul>	<b>If the issue is a court date or paperwork</b> <ul style="list-style-type: none"><li>• Pull the notice, current order, case number, and a short timeline.</li><li>• Use the preparation pages in this packet.</li></ul>



<p><b>If housing pressure is making everything worse</b></p> <ul style="list-style-type: none"><li>• Keep lease papers, notices, utility letters, and family papers in the same folder.</li><li>• Write down the most urgent housing date.</li></ul>	<p><b>If you need legal help or a referral</b></p> <ul style="list-style-type: none"><li>• Bring the shortest accurate explanation, the deadline, and the top papers.</li><li>• Ask what the next official doorway is.</li></ul>
<p><b>If the child is showing stress</b></p> <ul style="list-style-type: none"><li>• Switch into the child well-being organizer after the immediate step is covered.</li><li>• Keep routine, school, health, and transition changes visible.</li></ul>	<p><b>If the event already happened</b></p> <ul style="list-style-type: none"><li>• Use the after-contact page in this packet.</li><li>• Write down the result, the next task, and what still needs to be confirmed in writing.</li></ul>



GATHERING WITHOUT OVERLOAD

# Build one working folder

This packet is designed to replace the feeling of carrying everything with the calmer habit of carrying the right few things.

### Use three piles first

- Orders and notices: the papers with dates, signatures, deadlines, or instructions.
- Support and stability records: school, provider, housing, childcare, or benefit papers that explain what is happening around the child.
- Timeline and communication notes: the shortest accurate dates, calls, changes, and follow-up points.

### Your working-folder checklist

Keep closest	Check / note
Newest notice, order, or official letter	<input type="checkbox"/>
Case number, docket number, or agency number	<input type="checkbox"/>
Next hearing, deadline, or appointment date	<input type="checkbox"/>
Two or three questions for the next call or visit	<input type="checkbox"/>
Short factual timeline	<input type="checkbox"/>
Support papers that explain school, health, housing, or childcare strain	<input type="checkbox"/>
Safe callback number and email	<input type="checkbox"/>
One small notes sheet for the result	<input type="checkbox"/>

### Before you call, file, or ask for help

- Start with names, dates, and the newest paper, not the entire history.
- Write only the shortest accurate timeline you need for that call.
- Keep the child impact clear when the question is really about safety, routine, school, health, or transitions.
- Ask what matters most right now, what to bring next time, and where the answer can be verified in writing.

### Use these quick questions

- What is the next official doorway?
- What paper matters most right now?
- What date should I calendar today?
- What still needs to be confirmed in writing?



COURT WEEK AND DAY-OF HELP

# Keep the week smaller

The goal is not to carry more. The goal is to forget less.

<b>The day before</b> <ul style="list-style-type: none"><li>• Confirm the date, time, location, or call-in details.</li><li>• Put ID, the top paper, and written questions in one place.</li><li>• Check transportation, childcare, parking, or battery needs.</li></ul>	<b>What to bring</b> <ul style="list-style-type: none"><li>• Latest notice or order.</li><li>• Case number written down.</li><li>• Pen, notebook, phone, charger, water, and any personal-access needs.</li></ul>
<b>What to write down before you leave</b> <ul style="list-style-type: none"><li>• The exact name of the event or paper.</li><li>• The next date or task.</li><li>• What still needs to show up in writing.</li></ul>	<b>If the child is part of the stress picture</b> <ul style="list-style-type: none"><li>• Keep notes short, factual, and child-centered.</li><li>• Bring only the school, provider, schedule, or health records that help explain the immediate issue.</li></ul>
<b>Keep your notes in this format</b> <ul style="list-style-type: none"><li>• Date</li><li>• What happened</li><li>• What changed for the child or the next step</li><li>• What record or paper supports it</li><li>• What needs follow-up next</li></ul>	
<b>After the call, visit, or hearing</b>	

- Write down the outcome in one sentence.
- Calendar the next date before the day ends.
- Update the packet while the details are still fresh.
- Compare the spoken result and the written paper when the written paper arrives.
- Move into the larger public-record or reform materials only after the live practical step is stable.



CARRY PAGE

## One-page action sheet

Keep this page at the front of the folder or save a photo of it on your phone.

**Next date / deadline**

**What the event is called**

**Top paper to keep on top**

**Case / docket / agency number**

**Safest callback number**

**One support person**

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### Top three questions

### What happened / what changed

### Next step before the day ends



FOR OUR CHILDREN AND FAMILIES

# Prepare + Organize

*Orders, notices, timeline notes, names, dates, and questions.*

**Place behind this divider**

- Related packet pages
- Loose notes for this section
- Recent documents that still need filing



## Prepare + Organize Family File

A printable working packet for names, dates, papers, questions, and next steps.

*Use this when the basics are scattered and the next call, visit, or hearing will go better if they are all in one place.*

- This is a family-help organizer, not a government form.
- It is designed to help you gather the right basics without trying to retell everything at once.
- Use it before a clinic visit, an official call, a filing question, a hearing week, or a follow-up conversation.

Maine family-help materials designed to be printable, calmer to use, and easier to carry under stress.



QUICK START

# How to use this packet

- Start with the next date, notice, or event that matters most.
- Fill in the names, contacts, and top papers first.
- Write the shortest accurate timeline you can manage.
- Keep only two or three questions for the next call or visit.
- After each contact, write down the answer and the next step immediately.

### This packet works best when you keep it practical

- Use dates, names, and documents instead of long narrative.
- Keep the child impact visible when the question is really about routine, school, safety, health, or transitions.
- Update the working folder the same day if possible.

### Core names and contacts

Adult name

Other adult / caregiver

Child / children

Safe callback number

Email

County / court / agency

Case / docket / agency number

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### Dates that matter right now

Date	What it is	What I need to do next



<b>Top papers to gather</b>	
<b>Paper or record</b>	<b>Check / note</b>
Newest notice, order, or official letter	<input type="checkbox"/>
Any document with a deadline or instruction	<input type="checkbox"/>
Parenting-plan or schedule paper	<input type="checkbox"/>
Child-support notice or review paper	<input type="checkbox"/>
Housing, lease, or utility paper if it affects the situation	<input type="checkbox"/>
School record or attendance note that helps explain the child's situation	<input type="checkbox"/>
Provider note, appointment summary, or medication information	<input type="checkbox"/>
Benefit or agency letter if support or coverage is part of the issue	<input type="checkbox"/>
Short factual timeline	<input type="checkbox"/>
Previous call notes or referral notes	<input type="checkbox"/>



QUESTIONS BEFORE THE CALL

# Keep the next outreach small and clear

Who am I calling or meeting with

Why this contact matters today

What I need to know before I leave

What paper I should have in front of me

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## Top three questions

## The shortest accurate timeline

## Call or visit notes

Date	Who I spoke with	Main answer / next referral	Next step / deadline



HEARING WEEK

# The week-of checklist

<p><b>Confirm first</b></p> <ul style="list-style-type: none"> <li>• Date, time, location, or call-in details</li> <li>• Exact event name</li> <li>• Current order or notice on top</li> </ul>	<p><b>Keep together</b></p> <ul style="list-style-type: none"> <li>• ID if you have it</li> <li>• One notes sheet</li> <li>• Top papers and questions only</li> </ul>
<p><b>Check the day before</b></p> <ul style="list-style-type: none"> <li>• Transportation or parking</li> <li>• Battery / charger / remote access</li> <li>• Childcare or work coverage</li> </ul>	<p><b>Write down before leaving</b></p> <ul style="list-style-type: none"> <li>• What happened</li> <li>• The next date</li> <li>• What still needs to come in writing</li> </ul>
<p><b>Day-of bag reminder</b></p> <ul style="list-style-type: none"> <li>• Phone and charger</li> <li>• Pen and notebook</li> <li>• Water and any needed medication or accessibility item</li> <li>• The newest notice or order</li> <li>• The one page of questions you do not want to forget</li> </ul>	

## After the contact

**What happened**

**What paper I received or expect next**

**Next date / deadline**

**Who still needs to know**

### What still feels unclear



FOR OUR CHILDREN AND FAMILIES

# Court Week + Day-Of

*Hearing-week reminders, what to bring, arrival plan, follow-through.*

**Place behind this divider**

- Related packet pages
- Loose notes for this section
- Recent documents that still need filing



## Court Week + Day-Of Packet

A calmer printable guide for the week of a hearing, conference, clinic, review, or official meeting.

**Use this packet to reduce last-minute confusion and keep the week more manageable.**

- Confirm the date, time, place, and event name first.
- Pull only the papers that matter this week, not the full history.
- Keep a short question list, one notes page, and your day-of essentials together.
- After the event, write down the next date, next step, and who needs the update.



START HERE THIS WEEK

# What matters first

You do not need a perfect file. You need the next step, the right paper, and a steadier plan for the week.

<b>Confirm first</b> <ul style="list-style-type: none"> <li>- Exact date, time, and location or call-in details.</li> <li>- What the event is called: hearing, conference, mediation, review, clinic, or something else.</li> <li>- Which notice, order, or deadline belongs on top of the folder this week.</li> <li>- Whether the event is in person, by phone, or by video.</li> </ul>	<b>Keep the folder small</b> <ul style="list-style-type: none"> <li>- Newest notice or order for this week.</li> <li>- One short timeline or date list.</li> <li>- One clean notes page and a pen.</li> <li>- Only the papers you were clearly told to bring.</li> </ul>
<b>Think through the week</b> <ul style="list-style-type: none"> <li>- Transportation and parking.</li> <li>- Child care or pickup coverage.</li> <li>- Work coverage or time away.</li> <li>- Medication, accessibility, or food needs.</li> </ul>	<b>If the words are still confusing</b> <ul style="list-style-type: none"> <li>- Translate the event name and paperwork before the pressure rises.</li> <li>- Write down the words you do not understand yet.</li> <li>- Bring those terms into the next call or help-door conversation.</li> <li>- Do not let vocabulary confusion hide the real next step.</li> </ul>

## Write these down now

<b>Event name</b> <hr/>	<b>Date and time</b> <hr/>
<b>Location / call-in details</b> <hr/>	<b>Case or appointment number</b> <hr/>
<b>One support person I may need to update</b> <hr/>	<b>Safest callback number / email</b> <hr/>



DAY BEFORE

# Keep the night before simple

The goal is not to re-live the entire case. The goal is to get through tomorrow in a calmer, more prepared way.

## Night-before checklist

Item	Check
Put the newest notice, order, or agenda paper on top.	<input type="checkbox"/>
Put ID, charger, and pen in one place.	<input type="checkbox"/>
Write only two to four questions you do not want to forget.	<input type="checkbox"/>
Check travel time, parking, building entry, or remote login details.	<input type="checkbox"/>
Confirm child care, pickup, or after-school coverage if needed.	<input type="checkbox"/>
Set out medication, water, snack, or accessibility items.	<input type="checkbox"/>
Stop expanding the folder unless something truly urgent changed.	<input type="checkbox"/>

## Top questions for tomorrow

Keep the list short enough to find under stress.

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## The shortest accurate timeline

Write only the dates and changes that help explain what matters now.

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# What to bring or charge

Pack for the actual event, not for every possible argument. This page is meant to be checked quickly before you leave.

## Bring or charge

Item	Check
Photo ID if you have it.	<input type="checkbox"/>
Newest notice, order, motion, or appointment paper.	<input type="checkbox"/>
Case number or appointment number written down.	<input type="checkbox"/>
Phone fully charged.	<input type="checkbox"/>
Charger or battery pack if possible.	<input type="checkbox"/>
Pen and notebook or one clean notes sheet.	<input type="checkbox"/>
Water and small snack if allowed.	<input type="checkbox"/>
Medication, accessibility item, or comfort item you should not forget.	<input type="checkbox"/>
Parking, entry, or check-in notes if you already know them.	<input type="checkbox"/>

If the event is family-court related	If safety is part of the situation
<ul style="list-style-type: none"> <li>- Bring the current order, parenting plan, or exchange schedule if it matters this week.</li> <li>- Bring child-support or agency notices only if they are part of this week's issue.</li> <li>- Keep your notes short, factual, and easy to find.</li> </ul>	<ul style="list-style-type: none"> <li>- Put the safest contact method first.</li> <li>- Use established crisis and official-help doors when immediate danger exists.</li> <li>- Do not sacrifice safety just to keep reading paperwork.</li> </ul>



AFTER THE EVENT

# Protect the next step before the details blur

Most confusion comes after people leave the building or hang up the call. Capture the next step while it is still fresh.

## Write down before the day ends

<b>What happened today</b>
<b>Next date or deadline</b>
<b>What I was told to file, send, or gather next</b>
<b>What is still unclear</b>
<b>Who needs the update</b>
<b>Where written confirmation should show up next</b>

Keep doing	Try not to do
<ul style="list-style-type: none"> <li>- Update the working folder with the newest paper on top.</li> <li>- Tell only the people who need the new date or plan.</li> <li>- Move to help doors or next-step pages if the issue changed.</li> </ul>	<ul style="list-style-type: none"> <li>- Do not carry a giant unsorted pile into the next step.</li> <li>- Do not leave without writing down the next action in plain language.</li> <li>- Do not let one overwhelming day erase the practical notes you already made.</li> </ul>

## Plain-language next step

Write one sentence you can act on tomorrow.

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# After the Hearing

*New orders, next steps, updates to school/providers, follow-up list.*

**Place behind this divider**

- Related packet pages
- Loose notes for this section
- Recent documents that still need filing



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# After the Hearing + Next 7 Days

A calm follow-through packet for the first day and first week after a hearing, order, or major family-services step.

**Use this packet when the hearing is over but the work of following through has just started.**

- [ ] Start with what changed: dates, pickup plans, school notices, provider appointments, and anything that affects the child this week.
- [ ] Write down what you understand now and what still needs to be clarified.
- [ ] Do not try to rebuild the whole case file in one sitting. Capture the next seven days first.

This packet is public information. It is meant to help families organize, prepare, and communicate more clearly under pressure.



## First 24 hours vs. next 7 days

First 24 hours	Next 7 days
<ul style="list-style-type: none"> <li>• Write down the order date and the next deadline or return date.</li> <li>• Note any pickup, visit, call, school, or provider changes that start right away.</li> <li>• Put the newest paperwork at the front of the binder or folder.</li> <li>• Circle anything you do not understand yet.</li> </ul>	<ul style="list-style-type: none"> <li>• Confirm school, transportation, child-care, or provider updates if they changed.</li> <li>• Schedule needed appointments or follow-up calls.</li> <li>• Keep one running notes page instead of scattering notes across different papers.</li> <li>• Use the communication and transitions sheets for day-to-day follow-through.</li> </ul>

## What changed right away?

Item	What changed	Who needs to know



## Order and follow-through tracker

Deadline / date	What must happen	Paper to keep nearby	Done

## Questions to clarify next

Question	Who can answer it	Next step



## School, provider, and home update planner

Person or place	What they need to know	How I will update them	By when

## Child impact notes this week

Notes



FOR OUR CHILDREN AND FAMILIES

# Child Well-Being

*Routine, school, supports, patterns, notes that stay child centered.*

**Place behind this divider**

- Related packet pages
- Loose notes for this section
- Recent documents that still need filing



## Child Well-Being Organizer

A parent-use workbook for routines, school, health, transitions, and calm follow-up.

*Use this to keep notes centered on what the child needs, what changed, and what support should happen next.*

- This workbook is meant to reduce noise, not create more of it.
- Keep it child-centered: safety, sleep, school, health, regulation, transportation, and daily functioning.
- Use short, dated notes that help the next school, provider, or support conversation go more smoothly.

Maine family-help materials designed to be printable, calmer to use, and easier to carry under stress.



USE GUIDE

## What belongs in this organizer

<b>What to track</b> <ul style="list-style-type: none"><li>• Routine and stability changes</li><li>• School attendance or concerns</li><li>• Health, medication, or appointment issues</li><li>• Transitions, exchanges, and transportation problems</li></ul>	<b>What to keep out</b> <ul style="list-style-type: none"><li>• Adult scoring</li><li>• Long undifferentiated history</li><li>• Labels without dates or examples</li><li>• Details that do not affect the child's safety or daily life</li></ul>
<b>Good note format</b> <ul style="list-style-type: none"><li>• Date</li><li>• What changed</li><li>• How it affected the child</li><li>• What support or follow-up is needed</li></ul>	<b>Best use</b> <ul style="list-style-type: none"><li>• School call prep</li><li>• Provider follow-up</li><li>• Weekly routine review</li><li>• Transitions and handoff planning</li></ul>
<b>Keep asking</b> <ul style="list-style-type: none"><li>• Does this note affect safety?</li><li>• Does this note affect stability or routine?</li><li>• Does this note affect school, health, development, or daily functioning?</li><li>• What would help the child most next?</li></ul>	



WEEKLY SNAPSHOT

# Child well-being summary

Child / children

Week of

Main concern right now

Main routine to protect

One person to contact next

One date to keep visible

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## What changed for the child this week

## What would help most next

### Routine and school tracker

Area	Notes
Sleep and bedtime	
Wake-up and regulation	
Meals / appetite	
School attendance / focus	
Homework / routine	
Activities / friendships / supports	
Home stability / schedule changes	

### Health and provider notes

Date	Provider / issue	What changed for the child / next
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**FOR OUR CHILDREN & FAMILIES**

Child Well-Being Organizer

		<b>step</b>



COMMUNICATION AND APPOINTMENTS

# Weekly communication log

Date	Who	What changed for the child	Next step

### Use this page for

- School contacts
- Medical, counseling, or therapy follow-up
- Schedule changes or exchange issues
- Transportation problems
- Anything else that changed routine, care, or support

### School and care team sheet

School / program

Teacher / classroom contact

Counselor / support staff

Pediatrician / provider

Therapist / counselor

Childcare / after-school

Other support person

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### What each person should know this week



**Questions to ask or confirm**



TRANSITIONS AND HANDOFFS

# Keep transitions calmer

Exchange / handoff date

Location

School handoff involved

Childcare or activity handoff involved

Comfort item / bag

Medication / device / charger

Transportation concern

Main protective step for the next transition

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## What made the last transition harder

## What would make the next transition calmer

## Child impact notes



## Child Well-Being Quick Guide

A plain-language companion for parent notes, school and provider conversations, meetings, and family-related decisions.

**Use this guide when you need a steadier child-centered lens for notes, calls, or planning.**

- Keep the child's daily life visible: safety, sleep, school, health, transitions, and regulation.
- Use short dated facts instead of broad labels.
- Write down what changed for the child, what support helped, and what follow-up is still needed.
- This guide is for clearer organization, not for turning family stress into a weapon.



## What belongs in a child-centered note

The most useful notes are specific enough to help the next conversation go better.

Good note ingredients	Try not to rely on
<ul style="list-style-type: none"> <li>- Date or short time range.</li> <li>- What changed.</li> <li>- How the child was affected.</li> <li>- What support helped or was missing.</li> <li>- What follow-up is still needed.</li> </ul>	<ul style="list-style-type: none"> <li>- One-word labels without examples.</li> <li>- Long undated summaries.</li> <li>- Adult scoring that hides the child impact.</li> <li>- A giant pile of mixed papers with no short guide to what matters now.</li> </ul>
Questions that usually help	Useful fact format
<ul style="list-style-type: none"> <li>- What daily routine is most strained right now?</li> <li>- What is the most immediate safety or stability concern?</li> <li>- What school, provider, or transition issue should stay visible this week?</li> <li>- What small support step would help next?</li> </ul>	<ul style="list-style-type: none"> <li>- Date.</li> <li>- What happened.</li> <li>- Which part of the child's life it affected.</li> <li>- How the child reacted or what changed.</li> <li>- What record or message supports it, if any.</li> </ul>



**SORT BY CHILD NEED**

# Use themes instead of a giant undifferentiated pile

These themes are easier for many families to use than legal labels. More than one theme can fit the same event.

<b>Safety + regulation</b> <ul style="list-style-type: none"> <li>- Fear, dysregulation, sleep disruption, or escalating stress.</li> <li>- Immediate danger or urgent support needs.</li> <li>- What helped the child settle.</li> </ul>	<b>Routine + continuity</b> <ul style="list-style-type: none"> <li>- Bedtime, wake-up pattern, meals, school attendance, after-school, medication, and ordinary stability.</li> <li>- What routine broke down or stayed steady.</li> </ul>
<b>School + care team</b> <ul style="list-style-type: none"> <li>- Teacher contacts, attendance, focus, supports, counseling, therapy, pediatric care, and follow-up.</li> <li>- What others noticed about the child.</li> </ul>	<b>Transitions + logistics</b> <ul style="list-style-type: none"> <li>- Exchanges, pickups, drop-offs, transportation, missing items, late changes, and how the child handled the switch.</li> <li>- What small fix may help next time.</li> </ul>
<b>Relationships + contact</b> <ul style="list-style-type: none"> <li>- Who the child relies on.</li> <li>- Who provides ordinary care and comfort.</li> <li>- Whether contact and information-sharing are supporting the child or making things harder.</li> </ul>	<b>Home stability + basic needs</b> <ul style="list-style-type: none"> <li>- Housing, utilities, food, childcare, work-coverage strain, and other practical pressure points affecting the child's week.</li> <li>- What support is needed to keep things steadier.</li> </ul>



## What to keep close

You usually need fewer papers than you think. The goal is to arrive with the right short set.

### Keep these visible if they fit the issue

Item	Check
Newest notice, order, or letter that affects the child's schedule or next step.	<input type="checkbox"/>
A short timeline with the dates that matter most.	<input type="checkbox"/>
School communications or attendance notes.	<input type="checkbox"/>
Provider, therapy, counseling, or medication notes if relevant.	<input type="checkbox"/>
Transition, exchange, transportation, or missed-item notes if relevant.	<input type="checkbox"/>
One page of questions you do not want to lose under stress.	<input type="checkbox"/>

Say less, but say it clearly	Try not to do
<ul style="list-style-type: none"> <li>- Lead with what changed for the child.</li> <li>- Use dates, names, and short examples.</li> <li>- Keep the next follow-up step visible.</li> </ul>	<ul style="list-style-type: none"> <li>- Do not lead with labels instead of facts.</li> <li>- Do not bury the child impact sentence.</li> <li>- Do not force every issue into one overwhelming summary.</li> </ul>



# Child well-being notes

Use this page for one child or one week at a time.

## Weekly anchor points

<b>Child / children</b> _____	<b>Week of</b> _____
<b>Main concern right now</b> _____	<b>Main support step this week</b> _____
<b>One person to contact next</b> _____	<b>One date to keep visible</b> _____

## What changed for the child this week

_____ _____ _____ _____
----------------------------------

## What helped and what still needs follow-up

_____ _____ _____ _____
----------------------------------



FOR OUR CHILDREN AND FAMILIES

# Communication + Care

*Transitions, handoffs, messages, appointments, medication, follow-up.*

**Place behind this divider**

- Related packet pages
- Loose notes for this section
- Recent documents that still need filing



## Transitions + Communication Sheets

Printable refill pages for weekly notes, appointments, school contacts, care-team follow-up, and calmer handoffs.

**Use these pages as working sheets, not as a place to re-write the whole history every week.**

- Use short, dated notes that explain what changed for the child.
- Keep school, provider, and schedule notes in one calmer working set.
- Print extra copies of the pages you use most often.
- Focus on child impact, routine, and the next follow-up step.



# Keep the week in one place

This page works best when it stays short, factual, and easy to carry into the next call or meeting.

## Week details

<b>Week of</b> _____	<b>Child / children</b> _____
<b>Main concern this week</b> _____	<b>Main protective step this week</b> _____

## School, provider, and schedule log

Date	Who	What changed for the child	Next step
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

## What helped this week

_____
_____



APPOINTMENTS

# Track what was set, changed, or still needs follow-up

Use this page for medical, counseling, therapy, school-support, or other care appointments.

## Appointment log

Date	Provider / office	Reason	What changed	Next step
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

## Questions to ask or confirm

Question 1

---

---

Question 2

---

---

Question 3

---

---



# Keep the important contacts and patterns visible

This page helps the next school or provider conversation start faster.

## Core contacts

<b>Teacher / classroom contact</b> _____	<b>School office</b> _____
<b>Counselor / social worker</b> _____	<b>Pediatrician</b> _____
<b>Therapist / counselor</b> _____	<b>Childcare / after-school</b> _____
<b>Other support person</b> _____	

## What each person should know this week

Keep this child-centered: attendance, medication, transportation, regulation, comfort needs, or schedule changes.

_____
_____
_____
_____

## Follow-up log

Date	Who I spoke with	Main issue	Next check-back
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>



# Use one small fix to make the next handoff calmer

Transition notes work best when they focus on routine, belongings, timing, and how the child handled the change.

What helps this child most	What made the last transition harder
<ul style="list-style-type: none"> <li>- Predictable time warning.</li> <li>- Comfort item or bag.</li> <li>- Food or snack needs.</li> <li>- Medication or health needs.</li> <li>- Homework, school material, or device needs.</li> <li>- Sensory or regulation supports.</li> </ul>	<ul style="list-style-type: none"> <li>- Late change or no warning.</li> <li>- Missing item or medication.</li> <li>- Schedule confusion.</li> <li>- No food, fatigue, or dysregulation.</li> <li>- Unsafe or chaotic location.</li> <li>- Too many last-minute messages.</li> </ul>

## Next transition plan

Exchange / handoff date and time _____	Location _____
What needs to go with the child _____	Who needs the plan _____
One small fix we will try next _____	When it will be confirmed _____

## Child impact notes

Write only what changed for the child before, during, or after the handoff.

_____
_____
_____
_____



FOR OUR CHILDREN AND FAMILIES



FOR OUR CHILDREN AND FAMILIES

## School + Care Team Sheet

A plain-language one-page child snapshot for school, child care, counselors, doctors, and other trusted helpers.

**Use this packet to keep key day-to-day information in one calm place.**

- Keep this child-centered: routines, transportation, contact needs, medication, comfort supports, and changes people should know about.
- Update only what has changed so the sheet stays usable.
- Print a clean copy when the child starts with a new school, provider, or support person.

This packet is public information. It is meant to help families organize, prepare, and communicate more clearly under pressure.



## Child snapshot

Topic	Information to keep together
Child name / preferred name	
School / program / grade	
Regular schedule	
Pickup / drop-off notes	
Important comfort or regulation supports	
Allergies / health concerns to keep visible	

## What has changed recently?

Change	What helpers should know



## Core contacts

Person	Relationship / role	Best contact	When to reach out

## Transportation, medication, and notes

Topic	Notes
Transportation	
Medication or health routines	
School-day concerns	
Questions to follow up on	



FOR OUR CHILDREN AND FAMILIES



FOR OUR CHILDREN AND FAMILIES

# Appointments + Medication / Care Log

Printable tracking pages for appointments, follow-up instructions, medication questions, and child-care observations.

**Use this packet to reduce scattered notes and missed follow-through.**

- Bring one copy to appointments if that helps keep questions and follow-up in one place.
- Write down what changed for the child, what the provider said, and what happens next.
- Keep this practical and current; you can start fresh with a new page at any time.

This packet is public information. It is meant to help families organize, prepare, and communicate more clearly under pressure.

## Appointment log



Date	Provider / office	Reason	Next step

### Medication or care questions

Question	Who answered it	What I was told



## What to watch or write down

Helpful observations	What to capture before you leave
<ul style="list-style-type: none"> <li>• Sleep, appetite, mood, energy, school attendance, and routines.</li> <li>• Side effects or changes after a medicine, treatment, or new schedule.</li> <li>• Questions that keep coming up between visits.</li> </ul>	<ul style="list-style-type: none"> <li>• The next appointment date if one was set.</li> <li>• Any medicine, dose, school note, or follow-up instruction.</li> <li>• Who to call if the question comes up again before the next visit.</li> </ul>

Observation / note	Date	What happened next



FOR OUR CHILDREN AND FAMILIES

# Housing + Help

*Housing papers, crisis contacts, emergency practical steps.*

**Place behind this divider**

- Related packet pages
- Loose notes for this section
- Recent documents that still need filing



FOR OUR CHILDREN AND FAMILIES



FOR OUR CHILDREN AND FAMILIES

# Housing Stability Starter Packet

A calm first packet for Maine families when rent pressure, notices, or staying housed is the immediate problem.

**Use this packet first when the housing problem needs action before everything else.**

- [ ] If there is immediate danger or you do not have a safe place to stay tonight, use emergency or crisis help first.
- [ ] Start with established housing and eviction-prevention doors before trying to read every page on a site or every paper in a folder.
- [ ] Keep child-related school, care, and schedule papers in the same folder as the housing papers when the two problems overlap.



This packet is public information. It is meant to help families organize, prepare, and communicate more clearly under pressure.

## Start here

Quick start in four steps	Best Maine doors to use first
<ul style="list-style-type: none"> <li>• Check the immediate need first: safe tonight, utilities, notice deadline, or a housing appointment you cannot miss.</li> <li>• Pull one folder together with the lease, rent notices, payment history, and any recent written communication.</li> <li>• Add any child-related papers that explain why the housing problem affects routines, school, or where a child is staying.</li> <li>• Make two calls: one for direct housing help and one for general routing or legal-help direction if needed.</li> </ul>	<ul style="list-style-type: none"> <li>• 211 Maine for live statewide routing by phone or text.</li> <li>• MaineHousing for rental and housing program direction.</li> <li>• Emergency shelter and local housing-assistance doors if the problem is immediate.</li> <li>• Pine Tree Legal Assistance if the housing issue overlaps with notices, deadlines, or court pressure.</li> </ul>

## Keep these nearby

- Lease or tenancy paperwork.
- Any late notice, eviction notice, or written communication from a landlord, housing office, or utility provider.
- A short timeline of missed payments, notices, shutoff warnings, or housing-related deadlines.
- Any child support, family-court, school, or care papers that affect where a child is staying.
- Your safest callback number, email, and mailing address for follow-up.



## Make one working folder

Item	Why it matters	Status
Lease or tenancy papers	Shows the basic housing arrangement and key terms.	<input type="checkbox"/>
Notices and letters	Shows deadlines, warnings, and the exact language used.	<input type="checkbox"/>
Payment history	Helps explain what has been paid, missed, or disputed.	<input type="checkbox"/>
Utility shutoff notices	Shows immediate household risk and urgency.	<input type="checkbox"/>
School or child-care disruption notes	Shows how the housing strain reaches the child day to day.	<input type="checkbox"/>
Orders, support papers, or pending court dates	Shows any family paperwork that affects where the child is staying.	<input type="checkbox"/>

## When to pause and call first

- You have a deadline you do not understand.
- You have no safe place to stay tonight.
- You are being asked to sign something you do not understand.
- The housing problem changes where a child will sleep, go to school, or be picked up.
- You are too overwhelmed to organize everything before asking for help.

### Two calm questions that help on almost any call

What is the next concrete step I should take today?

What papers or details should I have in front of me before I call back or come in?



## Call prep and next steps

Before the call	Write down before you hang up
<ul style="list-style-type: none"> <li>Put the notice date, rent amount, and your child-related concern on one scrap page.</li> <li>Keep your top two questions short.</li> <li>Have a pen ready before the call starts.</li> </ul>	<ul style="list-style-type: none"> <li>The name of the person or office you spoke with.</li> <li>What they said the next step is.</li> <li>What they asked you to send or bring.</li> <li>The follow-up date, time, or deadline.</li> </ul>

Who you called	What they said	Next step	By when

## Housing + family stability one-page planner

Today	This week	Paper to find next	Person or office to contact

## Notes and names to keep in one place

Notes



**Notes**



FOR OUR CHILDREN AND FAMILIES



FOR OUR CHILDREN AND FAMILIES

# Maine Help + Crisis Quick Reference

A printable keep-close guide for first calls, texts, and official doors many Maine families need most.

**Print one for the house and one for a bag or folder.**

- [ ] Use the safety or crisis door first when the situation is urgent.
- [ ] When there is no immediate emergency but you do not know where to start, use 211 Maine.
- [ ] Write your local school, doctor, child-care, housing, or support contacts into the blank spaces before you need them.

This packet is public information. It is meant to help families organize, prepare, and communicate more clearly under pressure.



## Immediate support and crisis doors

Door	What it is for	Keep nearby
911	Immediate danger or emergency response.	Call 911
988	Mental-health or emotional crisis support, 24/7.	Call or text 988
211 Maine	Statewide live routing for housing, food, legal, health, and local help.	Dial 211 or text ZIP to 898-211
Domestic violence helpline	Confidential support, safety planning, and local domestic-violence doors.	1-800-537-6066
Sexual assault helpline	Free, private 24/7 support and local advocate connection.	1-800-871-7741
Child abuse / neglect intake	Reporting suspected child abuse or neglect to OCFS.	1-800-452-1999



## Official and family-help doors

Door	Best use	Website
Court Forms	Current forms packets and filing materials.	<a href="https://courts.maine.gov/forms">courts.maine.gov/forms</a>
Family Process	Plain-English overview of Maine family matters.	<a href="https://courts.maine.gov/courts/family/process.html">courts.maine.gov/courts/family/process.html</a>
Child Support Services	Support orders, review requests, and related services.	<a href="https://maine.gov/dhhs/ofc/programs-services/child-support-services">maine.gov/dhhs/ofc/programs-services/child-support-services</a>
MaineHousing	Housing programs, rental help, and referrals.	<a href="https://mainehousing.org">mainehousing.org</a>
Pine Tree Legal Assistance	Self-help tools and legal information.	<a href="https://ptla.org">ptla.org</a>
Maine Volunteer Lawyers Project	Legal-help clinics and referrals.	<a href="https://vlp.org">vlp.org</a>

## My keep-close contacts

Contact	Phone / text / email	Why I may need them



FOR OUR CHILDREN AND FAMILIES

# Official Doors

*Legal-help pages, agency notes, official links, appointment details.*

**Place behind this divider**

- Related packet pages
- Loose notes for this section
- Recent documents that still need filing



FOR OUR CHILDREN AND FAMILIES



FOR OUR CHILDREN AND FAMILIES

# Maine Legal Help + Official Doors

A practical route sheet for getting to the right trusted door, with less circling and less scattered paperwork.

**Use this packet when the next right step is getting to a trusted legal-help or official door.**

- [ ] This is not a litigation packet. It is a route map for getting to the right help, questions, and paperwork without making a hard week harder.
- [ ] Lead with deadlines, hearing dates, safety concerns, and the shortest accurate description of the problem.
- [ ] Keep your first calls simple: who should I contact next, what papers matter most, and what should I bring or send?



This packet is public information. It is meant to help families organize, prepare, and communicate more clearly under pressure.

## Which door first?

If the immediate need is...	Use this door first
Immediate danger or emergency situation	911 or the statewide safety / crisis helpline that fits the situation
General Maine routing and finding local help	211 Maine
Current court forms or official family-process information	Maine Judicial Branch
Protection from abuse or harassment filing help	Maine Judicial Branch abuse and harassment help
Guidance on legal-help options or family-law clinics	Maine Volunteer Lawyers Project
Self-help tools, legal information, and family-law materials	Pine Tree Legal Assistance
Child-support services or review requests	Maine DHHS Child Support Services
Housing pressure making the family situation worse	MaineHousing and local housing-help doors

## Gather first

- Any notices, orders, case numbers, or deadlines.
- A one-paragraph explanation of the problem.
- The top two or three questions you need answered first.
- A pen and one page for notes.

You do not need a perfect timeline to make the first call. You just need enough to explain what the immediate problem is and what help you are trying to reach.



## Trusted Maine doors to keep in view

Official doors	Guidance and support doors
<ul style="list-style-type: none"> <li>• Maine Judicial Branch – Court Forms</li> <li>• Maine Judicial Branch – Family Process</li> <li>• Maine Judicial Branch – Parental Rights and Responsibilities</li> <li>• Maine Judicial Branch – Protection from Abuse / Harassment help</li> <li>• Maine DHHS – Child Support Services</li> <li>• Maine DHHS – Child Welfare / OCFS</li> </ul>	<ul style="list-style-type: none"> <li>• 211 Maine</li> <li>• Pine Tree Legal Assistance</li> <li>• Maine Volunteer Lawyers Project</li> <li>• MaineHousing</li> <li>• FOCAF family-help packets for organizing your notes and papers</li> </ul>

Door	Best use	Keep nearby
211 Maine	Live routing when you are not sure where to start.	Dial 211 or text ZIP to 898-211
Court Forms	Current forms packets and official filing materials.	<a href="https://courts.maine.gov/forms">courts.maine.gov/forms</a>
Family Process	Plain-English overview of the Maine family process.	<a href="https://courts.maine.gov">courts.maine.gov</a>
Protection filing help	Protection from abuse or harassment help.	<a href="https://courts.maine.gov/help/abuse">courts.maine.gov/help/abuse</a>
Child Support Services	Support services and review requests.	<a href="https://maine.gov/dhhs/off">maine.gov/dhhs/off</a>
Maine Volunteer Lawyers Project	Family-law clinics and practical legal guidance.	<a href="https://vlp.org">vlp.org</a>
Pine Tree Legal Assistance	Family-law self-help tools and legal information.	<a href="https://ptla.org">ptla.org</a>
MaineHousing	Housing programs and routing.	<a href="https://mainehousing.org">mainehousing.org</a>



## Use the call well

Start the call with	Ask before the call ends
<ul style="list-style-type: none"> <li>• The deadline, hearing date, or urgent issue.</li> <li>• The shortest accurate explanation of what is happening.</li> <li>• Whether children, housing, or safety are part of the problem.</li> </ul>	<ul style="list-style-type: none"> <li>• Does your office handle this kind of problem?</li> <li>• What is the next official or trusted door if not?</li> <li>• What papers should I have ready next?</li> <li>• What should I do before calling back or coming in?</li> </ul>

Question I need answered	What I was told	Next step

## Names, dates, and follow-up notes

Notes