

Amy Tielemans  
Amy Tielemans & Associates  
4451 West Swamp Road  
Doylestown, PA18902  
215.822.1975  
amytielemans@gmail.com

We agree to retain Amy Tielemans, MBA, LMFT as the Parent Coordinator as per the court order presented.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**Role of Parenting Coordinator**

A Parenting Coordinator (PC) is a specifically trained neutral person appointed by the court, to facilitate the resolution of day to day parenting issues that frequently arise within the context of family life when parents are separated or divorced, and unable to come to an agreement as to what is in the best interest of the child/children.

The Parenting Coordinator’s goal is to aid parties in monitoring the existing parenting plan, reducing misunderstandings, clarifying priorities, exploring possibilities for compromise and developing methods of communication that promote collaboration in parenting in the hopes they will be able to resume parenting and decision-making in the future without outside interventions.

The Parenting Coordinator’s role is to facilitate decision making between the parents, or make a recommendation when the parties are unable to do so. As the Parent Coordinator for your family, I will not provide legal advice or mediation, or individual, couple or family therapy. My intentions are focused on issues specific to decision making that is in the best interest of your child/children. I believe in fostering healthy parent child relationships and preparing children to become successful, happy adults.

Parent Coordination differs from psychotherapy and mediation as there is no therapist/client privilege. This process is not confidential. Also please note, that as a Pennsylvania Mandated Reporter, I am legally obligated to report any suspected child abuse, or concern of regarding self-harm or harm to others.

In order to make an educated recommendation, I may seek consultation with other professionals or individuals that can provide more information to facilitate a thoughtful decision. This would include the child/children, therapists, physicians, childcare providers, teachers or other family members. I will ask for releases from both parties to contact these additional resources.

Assistance provided by the Parenting Coordinator is not intended to be a crisis service except when a crisis directly impacts the child/children. If the situation requires that the PC make an immediate recommendation or there is a clear emergency, this will be done only with both parties present or via an emergency conference call with both parents.

It is often necessary to confer with other colleagues concerning the Parenting Coordinator process, and ethical or legal considerations. In this case, your identities would remain confidential.

**Communication with attorneys and court**

Communication between the parties or their attorneys and the Parenting Coordinator is not confidential. The parties and their attorneys shall have the right to receive, but not initiate, oral ex-parte communication with the Parenting Coordinator. The Parenting Coordinator shall promptly advise the other party, or the other party’s attorney, of the communication. A party, or a party’s attorney, may communicate in writing with the Parenting Coordinator but

shall contemporaneously send a copy of the written communication to the other party, or the other party's attorney. Documents, recordings, or other material that one party gives to the parenting coordinator must be promptly made available to the other party, or the other party's attorney, for inspection and copying.

A party cannot compel the testimony of a Parenting Coordinator without an order of court.

I will prepare a written summary documenting only parental agreements and/or Parenting Coordinator recommendations and rationales where indicated to the court. This communication shall be provided to both parties and their attorneys. I will not provide my process notes taken during our session.

The court order provided identifies the specific matters I am able to address. Typically, the issues include:

1. Places and conditions for custodial transitions between households;
2. Temporary variation from the custodial schedule for a special event or particular circumstance;
3. School issues, apart from school selection;
4. The child/children's participation in recreation, enrichment, and extracurricular activities, including travel;
5. Child-care arrangements;
6. Clothing, equipment, toys, and personal possessions of the child/children;
7. Information exchanges (e.g., school, health, social) between the parties and communication with or about the child/children;
8. Coordination of existing or court-ordered services for the child/children (e.g., psychological testing, alcohol or drug monitoring/testing, psychotherapy, anger management);
9. Behavioral management of the child/children; and
10. Other related custody issues that the parties mutually have agreed in writing to submit to the Parenting Coordinator, which are not excluded in subdivision (d)(2).

Parent Coordinators are limited in scope of decisions for matters of the following:

1. A change in legal custody as set forth in the custody order;
2. A change in primary physical custody as set forth in the custody order;
3. A change in the residence (relocation) of the children
4. Determination of financial issues, other than allocation of the Parenting Coordinator's fees if necessary.
5. Major decisions affecting the health, education, or religion of the child/children and
6. Other issues limited by the appointing judge.

## **Appointments**

I may meet with the parties, the child/children and significant others, jointly or separately, depending on the individual set of circumstances. Both parents shall contact the Parenting Coordinator to schedule appointments or the Parenting Coordinator may also request that appointments be scheduled. Safety measures will be taken into consideration when making appointments.

In most cases I will meet individually with each parent prior to a joint meeting. Individual sessions will be scheduled at one hour. Joint sessions will be scheduled for 90 minutes.

Forty-eight (48) hours prior to each meeting, each parent should send an email ([amytielemans@gmail.com](mailto:amytielemans@gmail.com)) with the concern or disagreement to be discussed at that session. Please limit this to no more than three (3) agenda items.

Sometimes it is helpful to identify the problem as follows:

The problem is.....

The reason is.....

I want to resolve it this way.....

## **Grievance Procedure**

A party having a complaint or grievance shall discuss this matter with the Parenting Coordinator in person in an attempt to resolve it before pursuing it in any other manner. If the issue remains unresolved, the parties shall submit a written letter to the Parenting Coordinator detailing the complaint or grievance, with a copy to the other party and to both attorneys. The Parenting Coordinator shall provide a written response to both parties and the attorneys within thirty (30) days. The Parenting Coordinator may schedule a meeting or conference call with the attorneys or with the attorneys and the parties in an effort to resolve the complaint. In situations where the grievance or complaint is not resolved by this process, the dissatisfied party may request a court hearing to make a determination on the issue(s).

## **Fees**

The parties agree to pay an initial retainer of \_\_\_\_\_. Unless otherwise ordered by the Court, each party will be responsible for one half of the retainer and all accrued fees. At the termination of the contract, if the total of all the charges is less than the retainer, the remainder will be returned with a full accounting.

This retainer will be used to pay for fees for services that will be charged as follows:

1. For time spent in meeting with the parties, either together or individually, or on the telephone with the parties, their attorneys or collateral contacts in connection with the above matter, the charge will be \$300.00 per 60-minutes session.
2. For time spent in session with either party and the minor child(ren) the charge will be \$300.00 per 60-minute session.
3. For time spent in session with the minor child(ren), without the adults being present, the charge will be \$300.00 per 60-minute session.
4. Longer sessions will be billed accordingly, pro-rated at the same \$300.00 per 60-minutes.
5. For time spent on phone calls, text message (not recommended), e-mails, or correspondence, reading documentation, preparing notes, recommendations or reports for the parties, the attorneys, and/or the Court the charge will be pro-rated at \$300.00 per hour.
6. In the unlikely event I will be deposed or called into court, a fee schedule will be provided upon request.

Each party will pay for the individual time that is spent in person, on the phone, or in electronic communication with the Parenting Coordinator.

Because the scheduled appointment time is held exclusively for one person or task, each party understands that in the event that a scheduled appointment is cancelled, unless the Parenting Coordinator is notified 24 hours prior to the scheduled appointment, they will be billed for that appointment.

In the event that one parent does not appear for a scheduled joint appointment and has not given twenty-four hours' notice, and the other parent does appear or is prepared to appear, the parent who does not appear shall be responsible for both parent's fees.

The parties understand that Parenting Coordination is not considered to be a clinical service such as therapy. Parenting Coordination is not covered by insurances.

You will receive an itemized statement at the end of each month detailing the charges.

**Confirmation of Terms**

The parties are responsible to have their attorney send any documents that are deemed relevant by the Parent Coordinator. These should include, but not be limited to, all custody orders, custody evaluations or additional agreements signed in connection with the case

My signature on this page indicates that I have fully read, understand and accept the above terms for Parent Coordination.

Signature

Signature

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Address:

Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Parent Coordinator  
Amy Tielemans, MBA, LMFT