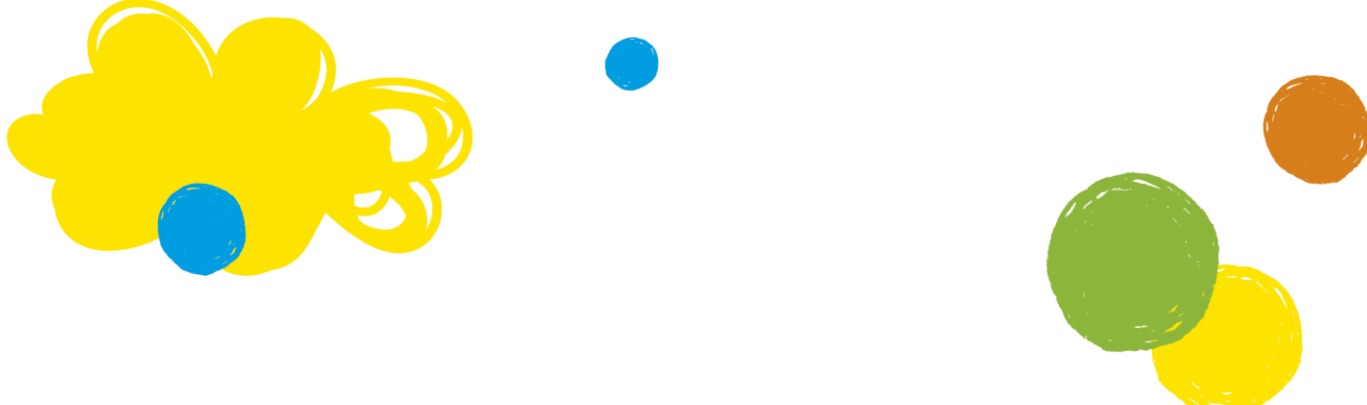
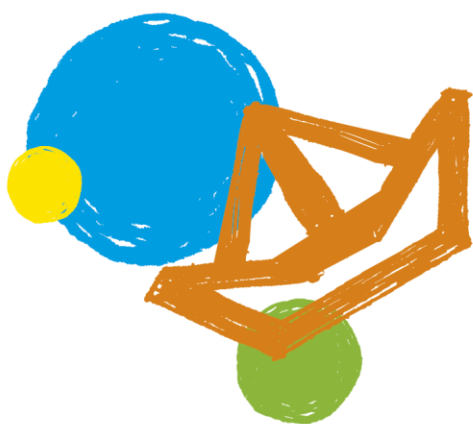




Guardianship, Divorce & Communication Policy

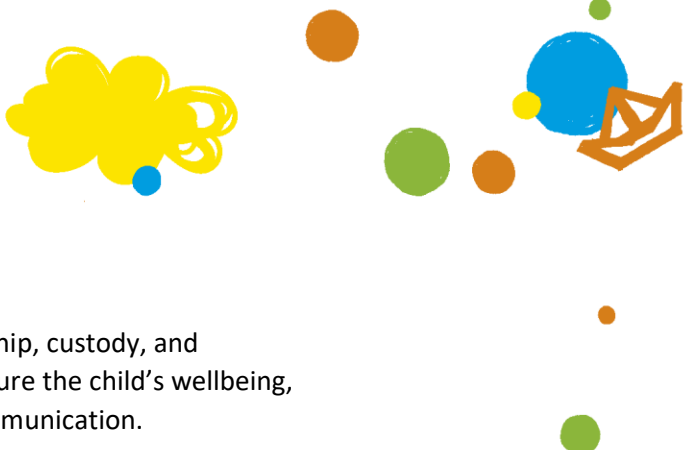


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**OPTIMIST
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SCHOOL**





INTRODUCTION

This policy outlines how the school manages guardianship, custody, and communication with parents/guardians in order to ensure the child's wellbeing, respect the law, and maintain clear and consistent communication.

INTRODUCTION LEGAL GUARDIANSHIP

The school recognizes **both parents as legal guardians**, regardless of divorce or separation, unless a court order explicitly states otherwise, meaning both guardians have equal rights to receive school information and participate in decisions regarding the child's education; therefore, it is the responsibility of parents to promptly inform the school of any **court decisions** that may affect guardianship, custody, or access to information.

COMMUNICATION WITH GUARDIANS

- * Reports, newsletters, invitations, and other school communications will be sent to both legal guardians if they live at separate addresses.
- * Parents are responsible for keeping the school informed of their current contact details (addresses, phone numbers, email addresses).
- * If parents prefer a **joint communication arrangement** (e.g. one parent receives invoices, both receive reports), this must be agreed upon and confirmed in writing by both guardians.

MULTIPLE RESIDENCES & LIVING ARRANGEMENTS

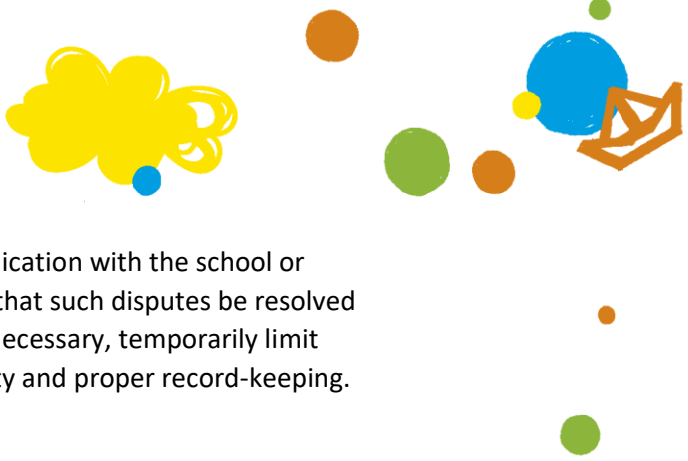
If a child has two legal residences (such as in a 50/50 custody arrangement), both addresses must be provided to the school, and the guardianship form (Appendix A) must include details on living arrangements (days and times at each address), handover procedures if applicable, and any agreements regarding who is responsible for collecting or dropping off the child; while the school **will not** mediate custody disputes, it will adhere strictly to the arrangements clearly outlined by the guardians.

EMERGENCY CONTACTS

Parents are required to provide an alternative emergency contact (someone other than a parent) who can be reached if neither guardian is available, and they must also indicate the **order of contact** (first point and second point) to ensure clarity and avoid confusion in urgent situations.

NEUTRALITY & CONFLICT MANAGEMENT

- * The school will remain neutral in any dispute between parents.
- * The child's wellbeing is the school's first priority.

- 
- * If disagreements between parents disrupt communication with the school or negatively affect the child, the school may require that such disputes be resolved externally before further involvement and may, if necessary, temporarily limit communication to written channels to ensure clarity and proper record-keeping.

COURT ORDERS & LEGAL RESTRICTIONS

If there are any restrictions on contact, collection, or decision-making, parents must provide the school with a certified copy of the relevant [court order](#); in the absence of such legal documentation, the school will consider both parents as equal guardians.

SPECIAL CIRCUMSTANCES

Parents are asked to use the Special Circumstances section of the guardianship form to provide details such as custody schedules (e.g., 50/50 living arrangements), handover days and times, travel agreements, and any other arrangements the school should be aware of and respect.



APPENDIX A

LEGAL GUARDIAN INFORMATION FOR STUDENT

Student's Name:

If parents are divorced, separated, or seeking to live apart please indicate the legal guardian for your child and provide additional contact information below.

Legal Guardian/s:

- ☐ Mother
☐ Father
☐ Other (please specify):

If applicable, please provide the following information:

- Name of Stepmother:
- Name of Stepfather:

Emergency Contact Information

In the event of an accident or illness, whom should we contact? (Please indicate in order):

1. First point of contact:

Name:
Address:
Relationship to child:
Phone number:
Email:

Receives: ** please indicate*

- Absence notifications: Y / N
- Invites to parents' events (including teacher conversations): Y / N
- Newsletters and other notifications via Parro: Y / N
- Is responsible for student finance: Y / N

2. Second point of contact:

Name:
Address:
Relationship to child:
Phone number:
Email:

Receives: ** please indicate*

- Absence notifications: Y / N

- 
- 
- 
- 
- 
- 
- 
- 
- Invites to parents' events (including teacher conversations): Y / N
 - Newsletters and other notifications via Parro: Y / N
 - Is responsible for student finance: Y / N

Home Address/es of Student

Legal Guardian 1

Street:

House Number:

Postal Code/ZIP Code:

City:

Country:

Legal Guardian 2

Street:

House Number:

Postal Code/ZIP Code:

City:

Country:

Special Circumstances

Please provide details of any special circumstances or agreements the school should be aware of:

ie: specifics about where student is living on specific days, handover day information, frequency of change, is co-parenting (50/50) adopted?

Alternative Emergency Contact (NOT a parent)

In case of an emergency, please provide contact details for someone other than a parent (family member, friend, or colleague). This person should live or work reasonably close to the school.

Surname:

First Name:

Address:

Relationship to Child:

Telephone:

Netherlands +

Email: