

## Parenting Plan Worksheet

To help you and the other parent create an effective and durable Parenting Plan, please review the elements in this worksheet and plan to discuss them with your collaborative team.

Date: \_\_\_\_\_

	Mother	Father
Name		
Address		
City		
State		
Zip Code		
Telephone		
Email		

Co-parenting goals:

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### I. General Information

This parenting plan applies to the following child(ren):

Name	Birth Date
Child 1	
Child 2	
Child 3	
Child 4	
Child 5	

## II. BASIS FOR RESTRICTIONS

### 2.1 PARENTAL CONDUCT

Generally will not apply—discuss with your attorney if you are unsure.

### 2.2 OTHER FACTORS

Generally will not apply—discuss with your attorney if you are unsure.

## III. RESIDENTIAL SCHEDULE

### 3.1 and 3.2 GENERAL RESIDENTIAL SCHEDULE

Key: Use "M" for Mother and "F" for Father

Week 1	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Night							

Week 2	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Night							

Pertinent details:

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Location of pick-ups: \_\_\_\_\_

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Location of drop-offs: \_\_\_\_\_

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### 3.3 SCHEDULE FOR WINTER/CHRISTMAS VACATION (if different from school schedule)

The child(ren) will reside with ( ) Mother ( ) Father during the winter vacation or  
 The child(ren) will reside with ( ) Mother ( ) Father for the first week of winter vacation in ( ) even  
 ( ) odd years.

Other: \_\_\_\_\_

**3.4 SCHEDULE FOR SPRING VACATION (if different from school schedule)**

The child(ren) will reside with ( ) Mother ( ) Father during the spring vacation except for the following days and times when the child(ren) will reside or be with the other parent as follows:

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**3.5 and 3.6 SUMMER SCHEDULE (if different from school schedule)**

Upon completion of the school year, the child(ren) will reside with the parents as follows:

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**OR:**

- ( ) same as school year schedule
- ( ) one week every month
- ( ) two weeks every month
- ( ) one month

Terms:

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**3.7 and 3.8 SCHEDULE FOR HOLIDAYS AND SPECIAL OCCASIONS**

The residential schedule for the child(ren) for the holidays is:

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|-----------------------|-----------------------|---|
| 1. New Year's Day     | ( ) Mother ( ) Father | ( ) Odd Years ( ) Even Years ( ) Every Year |
| 2. Martin Luther King | ( ) Mother ( ) Father | ( ) Odd Years ( ) Even Years ( ) Every Year |
| 3. President's Day    | ( ) Mother ( ) Father | ( ) Odd Years ( ) Even Years ( ) Every Year |
| 4. Easter Friday      | ( ) Mother ( ) Father | ( ) Odd Years ( ) Even Years ( ) Every Year |
| 5. Easter Sunday      | ( ) Mother ( ) Father | ( ) Odd Years ( ) Even Years ( ) Every Year |
| 6. Passover           | ( ) Mother ( ) Father | ( ) Odd Years ( ) Even Years ( ) Every Year |
| 7. Mother's Day       | ( ) Mother ( ) Father | ( ) Odd Years ( ) Even Years ( ) Every Year |
| 8. Memorial Day       | ( ) Mother ( ) Father | ( ) Odd Years ( ) Even Years ( ) Every Year |
| 9. Father's Day       | ( ) Mother ( ) Father | ( ) Odd Years ( ) Even Years ( ) Every Year |
| 10. Fourth of July    | ( ) Mother ( ) Father | ( ) Odd Years ( ) Even Years ( ) Every Year |

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|----------------------|---------------------------------|---------------------------------|------------------------------------|-------------------------------------|-------------------------------------|
| 11. Labor Day        | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 12. Columbus Day     | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 13. Thanksgiving Day | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 14. Hanukkah         | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 15. Christmas Eve    | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 16. Christmas Day    | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 17. Midwinter Break  | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 18. Rosh Hashanah    | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 19. Yom Kippur       | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 20. Other _____      | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 21. Other _____      | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |
| 22. Other _____      | <input type="checkbox"/> Mother | <input type="checkbox"/> Father | <input type="checkbox"/> Odd Years | <input type="checkbox"/> Even Years | <input type="checkbox"/> Every Year |

For purposes of this parenting plan, holiday times will begin and end as follows:

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Holidays which fall on a Friday or Monday will include Saturday and Sunday.

**BIRTHDAYS**

1. Each parent shall have the option of having the child for a \_\_\_\_\_ hour visit on that parent's birthday, if the child is not already with the parent on that day. The timing of the visit shall be arranged with at least \_\_\_\_\_ days/weeks notice.
2. The parents will hold birthday parties for the child in alternating years, with the mother holding the party in  even  odd numbered years and the father holding the party in  even  odd numbered years. The child's birthdays are special days in themselves and will not count as a visitation day for the parent hosting the party.
3. The parent who holds the party will cover the expenses for the celebration. The non-host parent is responsible only for his or her own present(s) for the child.
4.  The non-host parent will have the right to attend the celebration or, alternately,
5.  The non-host parent will be able to spend up to two (2) hours with the child before 4:00 p.m. on the child's birthday, provided that this has been arranged with the other parent at least \_\_\_\_\_ days/weeks in advance, in order to be convenient for both of them.

**3.9 PRIORITIES UNDER THE RESIDENTIAL SCHEDULE**

When there is a conflict in residential schedule, residential time will be decided as follows:  
(Indicate priority by placing #1 next to highest, #2 next to second highest, etc.)

- Holiday schedule
- Vacation schedule
- Special occasions
- Residential schedule
- Other

**3.10 RESTRICTIONS**

References limiting factors in paragraphs 2.1 or 2.2.

**3.11 TRANSPORTATION ARRANGEMENTS**

Transportation arrangements for the child(ren) between the parents will be as follows:

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**3.12 DESIGNATION OF CUSTODIAN**

The parent designated the custodian of the child(ren) solely for purposes of all other state and federal statutes which require a designation or determination of custody shall be  Mother  Father  Both. This designation shall not affect either parent's rights and responsibilities under this parenting plan.

**OPTIONAL 3.13 OTHER:**

The residential arrangements defined herein are provided for in the best interest of the child(ren). The child(ren)'s interests are best served by a full and regular pattern of contact with both parents, responsiveness and cooperation by both parents, involvement by both parents in all aspects of the child(ren)'s needs and a reasonably consistent routine of activities, values and discipline throughout both homes. Absence, inconsistency and conflict are opposed to the best interests of the child(ren).

When the child(ren) are in residence with a parent, the other parent shall be permitted unimpeded and unmonitored telephone access with the child(ren) at reasonable times and for a reasonable duration.

Any residential periods that are made by election of one of the parents shall be reasonable and proposed in good faith. In the event a parent elects a residential schedule which the other parent asserts is unreasonable, the disputed schedule shall be subject to the dispute resolution process as set forth herein.

Each parent shall have the right and responsibility to ensure that the child(ren) attend school and other scheduled activities while in that parent's care. Activities shall not be scheduled to unreasonably interfere with the other parent's residential time with the child(ren).

Each parent shall provide the other with the address and telephone number of their residence and update such information promptly when it changes.

Each parent agrees to exert every reasonable effort to maintain free access and unhampered contact and communication between the child(ren) and the other parent, and to promote the emotions of affection, love and respect between the child(ren) and the other parent.

Each parent agrees to honor one another's parenting style, privacy and authority. Neither parent shall interfere in the parenting style of the other nor shall either parent make plans or arrangements that would impinge upon the other parent's authority or time with the child(ren) without the express agreement of the other. Each parent shall encourage the child(ren) to discuss his or her grievance against a parent directly with the parent in question. It is the intent of both parents to encourage a direct parent-child(ren) bond and communication.

Neither parent shall encourage the child(ren) to change her primary residence or encourage the child(ren) to believe it is their choice to do so. It is a choice that will be made by the parents or, if they cannot agree, by the courts.

Neither parent shall advise the child(ren) of the status of child support payments or other legal matters regarding the parents' relationship.

Neither parent shall use the child(ren), directly or indirectly, to gather information about the other parent or take verbal messages to the other parent.

A parent shall not travel with the child(ren) outside of the United States without the written permission of the other parent, which permission shall not be unreasonably withheld.

#### **DAILY NEEDS**

When each child is in the care of a parent, that parent will insure that the child will be properly groomed, fed, clothed and supervised and shall use appropriate and safe parenting judgment during their residential time with the child(ren). The child will be given proper physical, health and daycare.

#### **PARENTAL BEHAVIOR**

Mother and Father will conduct themselves with respect to each other and the child(ren) so as to provide a loving, stable, consistent and nurturing relationship with the child(ren) even though they, themselves, may no longer co-habit. Each parent agrees to refrain from words or conduct which would have a tendency to estrange the child(ren) from the other parent, to damage the opinion of the child(ren) as to the other parent, or which would impair the natural development of the child(ren)'s love and respect for the other parent. Each parent agrees to discourage other persons from uttering such words or engaging in such conduct while in the child(ren)'s presence.

#### **MOBILITY**

The residence of each parent shall be restricted to a \_\_\_\_\_ mile radius of each other or of this central location: \_\_\_\_\_

#### **TRAVEL**

1. The child(ren) shall be provided with separate travel documents and parents will cooperate with obtaining a passport for the child. A parent shall not travel with the child(ren) outside the United States without the written permission of the other parent, which permission shall not be unreasonably withheld. The child shall not leave the country without being fully covered by appropriate medical insurance.
2. The child(ren) shall not be take from the confines of their state of residence without informing the other parent, in writing, one week before the intended trip. The consent of the other parent shall not be unreasonably withheld.

3. The parent with whom the child(ren) are traveling shall provide the other parent with a contact number where a message can be left or where he or she can be reached.

**CHILDCARE**

1. Each parent shall be responsible for making their own childcare arrangements for the temporary alternate care of the child, when such care is needed, with the exception of the conditions set out below:
2. Each parent shall inform the other, who is providing alternate care for the child if the child is being cared for by someone on a consistent basis.
3. Each parent shall have the right to communicate with the person who is providing alternate care for the child.
4. If the parent with whom the child is resident is going to be absent for a period of \_\_\_\_\_ hours, the other parent shall be given the right of first refusal to care for the child.

**OTHER RELATIONSHIPS**

Parents will encourage and foster relationships of each child with other child(ren), family members and extended family members.

If either of the parents should become incapacitated by reason of illness or misfortune, or if either of the parents should die, the remaining parent will ensure that the child(ren) shall continue to have contact with the extended family of the affected parent.

Exceptions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CHANGE OF NAME**

Neither parent shall change the given name or surname of the child(ren) without the written consent of the other parent.

**CHILD(REN'S) TOYS—BELONGINGS—CLOTHING**

The parents recognize that the child(ren) may have particular attachments to certain belongings and will respect the child(ren)'s right to have such belongings transfer with them between parents.

Clothing: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**COMMUNICATION:**

The parents will communicate with each other through:

- |               |               |               |
|---------------|---------------|---------------|
| ( ) Telephone | Mother: _____ | Father: _____ |
| ( ) Email     | Mother: _____ | Father: _____ |
| ( ) Texting   | Mother: _____ | Father: _____ |
| ( ) Other:    | _____         |               |

Communications will be brief and relate only to issues at hand. Neither parent shall communicate in a discourteous manner with the other. Emails or any other permanent record of communication may be used in mediation, arbitration or a court proceeding.

### **3.14 RELOCATION OF A CHILD**

This is a state statute which is followed by the court and requires the residential parent to notify the other parent at least 60 days prior to an intended move. If the relocating person could not have known about the move prior to the 60 days, they must give notice within 5 days after learning of the move. Notice is given by personal service or mail requiring a return receipt.

The person entitled to time with the child may file an objection to the relocation and the court will make a decision. Other provisions apply, so review this section with your attorney.

## **IV. DECISION MAKING**

### **4.1 DAY TO DAY DECISIONS**

Each parent will make decisions regarding the day-to-day care and control of each child while the child is residing with that parent. Regardless of the allocation of decision-making in the parenting plan, either parent may make emergency decisions affecting the health and safety of the child(ren).

### **4.2 MAJOR DECISIONS**

#### **RELIGIOUS UPBRINGING**

The child(ren) will attend \_\_\_\_\_ (place of worship) and the parents will continue, where possible, to attend with the child(ren). Before any change in the religious affiliation of the child(ren), the parents will consult in advance and attempt to reach an agreement with respect to any such change. In the event the parents are unable to agree with respect to religious upbringing, ( ) Mother ( ) Father will make the decision.

#### **USE OF AN AUTOMOBILE**

The parents will consult regarding driving decisions, driving lessons and insurance. If the parents are unable to reach an agreement, ( ) Mother ( ) Father will make the decision.

#### **BODY PIERCINGS AND TATOOS**

The parents will consult regarding decisions regarding body piercings and/or tattoos. If the parents are unable to reach an agreement, ( ) Mother ( ) Father will make the decision.

#### **ENTRANCE INTO THE MILITARY**

The parents will consult regarding decisions about their child(ren) entering military service prior to age 18. If the parents are unable to reach an agreement, ( ) Mother ( ) Father will make the decision.



**SCHOOL**

**Enrollment / Attendance**

The child(ren) will be enrolled and attend as follows:

Child 1: School	Grade:
Child 2: School	Grade:
Child 3: School	Grade:
Child 4: School	Grade:
Child 5: School	Grade:

1.  Mother  Father  Both to reside in the jurisdiction of the local school.
2. The child(ren) shall continue to attend such schools and/or daycare as long as the parents are agreed.
3. In the event that the school authorities should find that a child might be an exceptional student or a student with special needs, both parents shall have the right to attend and be informed of any pertinent meetings or testing.
4. The consent of  Mother  Father  both shall be needed before any special recommendations can be instituted.
5. Both parents shall be provided by the school with separate notices of events and report cards. In order that this provision might be carried out, both parents shall provide the school with stamped, self-addressed envelopes sufficient for all communications during the year—given the consent of the school to this provision.
6. Both parents shall have the ability to share in voluntary activities in the child's school life. In order that this provision might be carried out, both parents shall be informed of any school trips or activities in which parental participation is desired, and they should discuss among themselves which one of them will attend.
7. If either parent is unable to decide which school related activities they will attend (as set out above), they shall alternate with mother taking the first activity day in even numbered years and father taking the first the activity day in odd numbered years.
8. The  Mother  Father shall be the primary liaison person with the school.
9. Prior to graduation from high school, Mother and Father will consult with each other with respect to the post high school education of the child(ren) and costs if not otherwise determined.

**Special Education**

The following provision is made with respect to the child(ren) and any special or private schooling upon which the Mother and Father may agree:

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**EXTRACURRICULAR ACTIVITIES**

Both parents will encourage the child(ren) to engage in extracurricular activities:

Costs for extracurricular activities to be shared as follows: ( ) Mother ( ) Father ( ) Both equally  
 ( ) Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. ( ) To the extent that one parent is not willing to participate in the funding of any extracurricular activity, then the other parent will have the sole decision-making authority with respect to that activity so long as it doesn't interfere with the residential time of the first parent.
2. ( ) There will be no comment made with respect to financial non-contribution of one parent in the provision of extracurricular activities by the other.
3. ( ) Neither parent will engage in the provision of extracurricular activities for the child(ren) which will result in the exclusion, whether intentional or unintentional, of the other.
4. ( ) As the child(ren) enter teenage years, the child(ren) will be permitted to attend social functions provided both parents are satisfied that alcohol and drugs are not available at those functions and they are properly supervised. In the event that there is any disagreement with respect to the attendance at such a function or if there is an extracurricular matter not covered hereunder, the residential parent at the time of the event will make the decision with the teen.

**MEDICAL**

The child(ren) shall be medically cared for by the primary care providers who shall be appointed by ( ) Mother ( ) Father ( ) both parents.

Physician	Telephone Number
Child 1	
Child 2	
Child 3	
Child 4	
Child 5	

Dentist	Telephone Number
Child 1	
Child 2	
Child 3	
Child 4	
Child 5	

Other: \_\_\_\_\_

1. Both parents shall have the right to give consent to emergency medical/dental care during times that the child is in their care and control.
2. Each parent shall undertake to inform the other parent of the extent and nature of the care and the extent and nature of the emergency as soon as is reasonably possible.
3. The parent who has the care of the child while the child becomes ill will inform the other parent of the nature and extent of the illness as soon as is practically possible.
4. Both parents shall have the right to be informed of and to attend any regular medical appointments that the child might have.
5. Both parents shall have the right to receive from and give information to a medical professional (that includes other health care professionals such as nurses, physiotherapists, social workers, psychologists and others) and receive directly from each child's physician and other health care providers copies of each child's medical records, provided that a written request has been made to the provider with a current mailing address and payment for the reasonable cost of duplicating and mailing records.
6. If the child needs to be referred to a medical sub-specialist, the consent of ( ) Mother ( ) Father ( ) both parents shall be needed to effect such a referral.
7. Both parents shall have the right to be informed of any dental appointments that the child might have.
8. If the child needs to be referred to a dental sub-specialist, the consent of ( ) Mother ( ) Father ( ) both parents shall be needed to effect such a referral.
9. The ( ) Mother ( ) Father shall be the primary liaison with the child's doctor.
10. The ( ) Mother ( ) Father shall be the primary liaison with the child's dentist.
11. The ( ) Mother ( ) Father shall be the primary liaison with the child's orthodontist.
12. If there should be a need for the child to be referred to a practitioner skilled in social, emotional or behavioral problems, the consent of ( ) Mother ( ) Father ( ) both parents shall be needed to effect such a referral.
13. Both parents shall have the absolute right to participate in, consult with and be consulted by such a practitioner. The form that such participation or consultation should take shall be left to the judgment of the clinician.

#### **OTHER PROVISIONS FOR DECISION MAKING**

The following special provisions apply to decision-making:

If either parent is impaired by drugs, alcohol, fatigue or any other condition that may affect care giving, parental responsibility or judgment in a manner that may affect the well-being of the child(ren), then the other parent may assume sole decision making authority for the duration of the impairment.

If either parent subjects the child(ren) to harm through neglect or abuse, then the other parent shall assume sole decision making authority until the situation of neglect or abuse has been dealt with and until such a time as there is reasonable grounds to assume such situations or behavior are not likely to re-occur.

#### 4.3 RESTRICTIONS IN DECISION MAKING

Usually will not apply unless there are limiting factors in paragraphs 2.1 and 2.2. Check with your attorney.

### V. DISPUTE RESOLUTION

The purpose of the dispute resolution process is to resolve disagreements about carrying out this parenting plan. This dispute resolution process may, and under some local court rules or the provisions of this plan must, be used before filing a petition to modify the plan or a motion for contempt for failing to follow the plan. Check with your attorney to see what your local laws are concerning failure to follow the dispute resolution provision in this Parenting Plan.

#### DISPUTE RESOLUTION

In the event that the Mother and Father are unable to resolve any particular issue they agree to resolve the matter through:

- Reconvene the Collaborative Team
- Discussion with a friend or family member: \_\_\_\_\_
- Counseling with: \_\_\_\_\_
- Mediation with: \_\_\_\_\_
- Court/Arbitration

Costs for dispute resolution will be as follows: \_\_\_\_\_

Parenting Plan based on one developed by Gary Direnfeld, MSW, RSW and revised by Wendy Rawlings MS LMHC.