Family Matters: Assisting Families through Separation and Divorce

Parenting Plan Workbook

This workbook may assist you in developing a parenting plan. You may alter the content to meet your needs. As children grow, you will want to change parts of this agreement to suit new circumstances.

This document may be used in discussion between parents or with a counselor, mediator or lawyer. To make this workbook into a document that is legally binding, consult your lawyer.

This parenting workbook was completed by:

Parent 1: _____ Parent 2: _____.

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

Name	Date of Birth	Age

Parental Time with Children

Residential Schedule/Chart:

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							

Location of Pickups: _____

Location of Drop-offs:_____

Alternate if the above is unavailable: _____

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

_____

_____

_____

If parent is unavailable for their time with the child(ren), who will explain this to the child(ren) and how will this be explained to the child(ren)?

_____

_____

_____

Schedule For Winter/Christmas Vacation

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							

Christmas Eve [ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Christmas Day [ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Boxing Day [ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year

New Year's Eve [ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
New Year's Day [ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year

Other:

_____

_____

February Vacation	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Family Day	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Non-School Days	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year

Other:

_____

_____

Spring/Easter Vacation

Good Friday	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Easter Sunday	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Easter Monday	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year

Other:

_____

_____

Summer Schedule

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

[ ] Same as school year schedule
[ ] One week each month at non residential parent's home
[ ] Two weeks each month with each parent
[ ] One month with each parent

Other**:**

_____

_____

Other Holidays

Passover	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Mother's Day	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Victoria Day	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Canada Day	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Father's Day	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Saskatchewan Day	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Labour Day	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Thanksgiving Day	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Halloween	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Remberance Day	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year
Other _____	[ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year

Other _____ [ ] Parent 1 [ ] Parent 2 [ ] Odd Years [ ] Even Years [ ] Every Year

Other:

_____

_____

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

_____

_____

Birthdays:

1. [ ] The parents will hold birthday parties for the child(ren) in alternating years, with the Parent 1 holding the party in [ ] even [ ] odd numbered years and Parent 2 holding the party in [ ] even [ ] odd numbered years.

   Will both parents attend this party? [ ] yes [ ] no
   Will extended family attend this party? [ ] yes [ ] no

2. [ ] Each parent will plan their own birthday party for the child(ren) during their parenting time.

_____

Day-To-Day Decisions / Daily Needs

1. Each parent will make decisions for the day to day care of the child(ren) while the child(ren) are staying with that parent. Parents will make emergency decisions affecting the health and safety of the child (ren).

2. When each child is in the care of a parent, that parent will insure the child(ren) will be properly groomed, fed, clothed, and supervised.

3. The parent who typically does not make health or medical decisions will do so in the event of an emergency.

4. An emergency is _____

   _____

School and Daycare: Enrollment / Attendance

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

Child 1: School: _____ Grade: _____

Daycare: _____

Child 2: School: _____ Grade: _____

Daycare: _____

Child 3: School: _____ Grade: _____

Daycare: _____

Child 4: School: _____ Grade: _____

Daycare: _____

1. The consent of [ ] Parent 1 [ ] Parent 2 [ ] both parents is needed before any special recommendations from the daycare or school are started.

2. Parents can ask the school to provide both parents with separate notices of events and report cards. If the school cannot or will not provide two copies [ ] Parent 1 [ ] Parent 2 will notify the other of the event and provide report cards within _____ days.

3. [ ] Both parents, or [ ] Parent 1 only, or [ ] Parent 2 only, shall have the ability to share voluntary activities in the child(ren)'s school life. Both parents shall be informed of any school trips or activities in which parental participation is desired, and they should discuss which one of them will attend.

4. The [ ] Parent 1 [ ] Parent 2 shall be the primary contact person with the school.

Extra-Curricular Activities

With the chart below, enter in each child's activity and which parent will take that child to the activity:

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

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

Child 3	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Night							

Child 4	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							
Night							

Cost and responsibility for registration for extra-curricular activities to be shared as follows:

[ ] Parent 1 [ ] Parent 2 [ ] Both [ ] Other: _____

_____

[ ] Parent 1 [ ] Parent 2 [ ] Both will decide on which activity the child(ren) will be registered in..

Can both parents attend or under what circumstance can both parents attend a child's extra-curricular activity?

_____

_____

When deciding on an activity, you will consult with each other on the activity, the time and the responsibilies of each parent for each activity.

You agree to not exclude the other parent from attending the child(ren)'s activities.

You agree not to fight or argue when attending the child(ren)'s activity.

You agree that if there is no agreement to put the child(ren) into an activity that:

_____

_____

Special Education

Special Education plans are as follows (if child(ren) has special needs):

_____

_____

Medical

Each parent will have the health services number for each child.

What medical benefits are available from work or other group plan for child (ren)?

_____

_____

_____

The child (ren) shall be medically cared for by the primary care providers who shall be appointed by [ ] parent 1 [ ] parent 2 [ ] both parents.

Physician: _____ Tel: _____

Address: _____

Dentist: _____ Tel: _____

Address: _____

Optometrist: _____ Tel: _____

Address: _____

Other: _____ Tel: _____

Other: _____ Tel: _____

In the event a child is on medication, the parents agree to transfer and dispense or otherwise manage medications as follows:

_____

_____

Other medical considerations (allergies?):

_____

_____

1. Each parent has the right to give consent to emergency medical/dental care during times that the child(ren) are in their care.

2. Each parent will inform the other parent of the extent and nature of the care and the extent and nature of the emergency immediately. Emergency contact numbers are:

Parent 1: _____ Parent 2: _____

Alternate: _____ Alternate: _____

3. The parent who has the care of the child(ren) when the child becomes ill will inform the other parent of the nature and extent of the illness as soon as possible.

4. Each parent will inform the other parent of any regular medical appointments for the child(ren). [ ] Parent 1 [ ] Parent 2 [ ] Both parents may attend regular appointments.

5. Each parent can receive or give information for each child to a medical professional (that includes other health care professionals such as nurses, physiotherapists, social workers, psychologist and others.

6. If the child(ren) need a referral to a medical sub-specialist, the consent of [ ] Parent 1 [ ] Parent 2 [ ] Both [ ] Either is required.

7. Each parent will inform the other parent of any dental appointments for the child(ren).

8. If the child(ren) need a referral to a dental sub-specialist, the consent of [ ] Parent 1 [ ] Parent 2 [ ] Both [ ] Either is required.

9. [ ] Parent 1 [ ] Parent 2 shall be the primary liaison with the child(ren)'s doctor.

10. [ ] Parent 1 [ ] Parent 2 shall be the primary liaison with the child(ren)'s dentist.

11. [ ] Parent 1 [ ] Parent 2 shall be the primary liaison with the child(ren)'s orthodontist.

12. [ ] Parent 1 [ ] Parent 2 shall be the primary liaison with the child(ren)'s optometrist.

13. Referrals for the child(ren) to counselors, psychologists, therapists or psychiatrists will need the consent of [ ] Parent 1 [ ] Parent 2 [ ] Both parents.

14. Each parent has the 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.

Special Needs

In the event a child has special needs such as a developmental, physical, psychological, learning, psychiatric, social, behavioral or emotional condition, such needs will be addressed as follows:

_____

_____

_____

Travel

1. The child(ren)'s travel documents will be held by [ ] Parent 1 [ ] Parent 2.

2. The child(ren) shall not be taken out of their province of residence with out informing the other parent. The other parent will be informed with ___ days/weeks notice.

3. Neither parent shall take the child(ren) out of the country without the written consent of the other parent. The other parent shall have ____ days/weeks to consider the request for written consent to travel out of the country with the child(ren).

4. The child(ren) shall not leave the country without being fully covered by appropriate medical insurance.

5. 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.

Additional Information:

_____

_____

Child Care

Each parent shall be responsible for making their own child care arrangements for the temporary alternate care of the child(ren) (babysitting), when care is needed, with the exceptions of the conditions set out below:

The parents agree to the following childcare providers:

_____

_____

_____

The cost of the child care will be paid by:

_____

_____

If the parent with whom the child(ren) are resident is going to be absent for a period of more than ____ hours/days, the other parent shall be given the right of first refusal to care for the child(ren).

Other Relationships

Parents will encourage and foster relationships of each child with the other parent, with new partners/spouse, with other child(ren), family members and extended family members.

If either of the parents becomes 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.

Children's Belongings

Child(ren) may have particular attachments to certain belongings. Each parent will respect the child(ren)'s right to have such belongings and agree to transfer the belongings with them between parents. The parents agree to [ ] share clothing, or [ ] each parent shall provide their own clothing for the child(ren).

Other issues related to belongings or clothing: _____

Dispute Resolution

In the event that parent 1 and parent 2 are unable to resolve any particular issue, they agree to resolve the matter through:

[ ] Discussion with a mutual friend or family member: _____

[ ] Counseling with: _____

[ ] Mediation with: _____

[ ] Collaborative Family Law with: _____

[ ] Lawyer: _____

[ ] Other: _____

Mediation or Collaborative Law

1. Either parent may suggest the use of a mediator or a collaborative law lawyer in order to resolve parenting issues.

2. If any dispute cannot be resolved by the parties through any of the above strategies, it may be resolved by a court of competent jurisdiction on application of either party.

Communication

The parents will communicate with each other through:

[ ] Telephone: _____

[ ] Email: _____

[ ] Face to Face: _____

[ ] Other: _____

Communications will be brief and relate only to the issue at hand. Neither parent shall communicate in a discourteous manner with the other. Communication books, emails, or any other permanent record of communication may be used in arbitration or a court proceeding. Parents are advised to be cautious with respect to the content of a permanent record. Communication occurs by parents, not through or by the child(ren). Child(ren) will not be asked to deliver communication books, notes or messages for parents.

Review

As child(ren) grow their needs change. Parent's circumstances or situations can change. It will be necessary to review this Parenting Plan Agreement from time to time. The parents therefore

agree that either may request a review of this Parenting Plan Agreement. Suggested minimal guidelines for reviews are:

[ ] For child(ren) under 2 years of age, the plan may require review on a more regular basis, but generally of no shorter duration than every 3 months.

[ ] For toddlers and preschoolers, the plan may be reviewed at intervals of no less than every 6 months.

[ ] For elementary school aged child(ren) the plan may be reviewed at yearly intervals.

[ ] For adolescent child(ren), the Parenting Plan may alter quite regularly, but now with less concern to the parents schedule and more concern and input as to the adolescent's schedule.

[ ] The parents agree NOT to use the process of review to simply undermine or interfere with the Parenting Plan as already established. Review will be subject to developmental needs of the child(ren) or significant material change in a parent's circumstances or situation that would make the present plan unworkable.

Declaration

We declare that this workbook has been developed in good faith and is in the best interest of the child (ren). We sign it on a without prejudice basis, pending legal advice.

_____	_____
Parent 1	**Date**
_____	_____
Witness	**Date**
_____	_____
Parent 2	**Date**
_____	_____
Witness	**Date**