

Parenting Plan Worksheet HANDOUT

Used with permission of Gary Direnfeld, MSW, RSW

PARENTING PLAN WORKSHEET

Date: _____

Print and complete this worksheet to facilitate discussion and development of a parenting plan. You may alter the content to meet your needs. As children grow and time moves on, you may have to revisit and adapt portions of this agreement to suit new circumstances. If you can anticipate changes, discuss them and include potential solutions for when the circumstances arise. However, allow flexibility and agreement to modify the parenting plan as not all situations can be predicted.

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

This document is not necessarily exhaustive of all issues involved in developing a parenting plan. Users are therefore advised to seek professional input prior to a final agreement.

This Parenting Plan regards the care of children subject to their parents:

	Mother	Father
Name		
Address		
City		
Province, Country		
Postal Code		
Telephone		
Email		

This plan has been developed through the following process:

- ☐ Between the parents alone
- ☐ Through a mediation process
- ☐ Through their respective lawyers
- ☐ Through a Collaborative Law process
- ☐ Through an assessment process
- ☐ Other: _____

This parenting plan applies to the following children:

Name	Birth Date	Age
Child 1 _____	_____	_____
Child 2 _____	_____	_____
Child 3 _____	_____	_____
Child 4 _____	_____	_____



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PARENTAL TIME WITH THE CHILD(REN)

(This may be determined using the chart below, or on the basis of the child(ren)'s weekly schedule of extra-curricular activities – see following page, or a combination of both.)

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							

Description:

Location of pick-ups: _____

Location of drop-offs: _____

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



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

Children's Schedule Of Weekly Extra-Curricular Activities

With the chart below, enter in each child's activity **and** which parent will be responsible for attendance.

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							



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Both parents encourage the child(ren) to engage in the following extra-curricular activities:

Child 1: Activities: _____ Cost: _____

Child 2: Activities: _____ Cost: _____

Child 3: Activities: _____ Cost: _____

Child 4: Activities: _____ Cost: _____

Costs for extra-curricular activities to be shared as follows:

☐ Mother ☐ Father ☐ Both equally ☐ Other:

1. _____
2. _____
3. _____
4. _____
5. _____

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.

The child(ren) will be permitted to attend social functions provided parents are satisfied that there is appropriate supervision and alcohol and drugs are not available.

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



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SCHEDULE FOR WINTER/CHRISTMAS VACATION

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 and the other parent for the second week.

Other:

SCHEDULE FOR SPRING VACATION

The child(ren) will reside with ☐ Mother ☐ Father during the spring vacation in ☐ even ☐ odd years.

Other:

SUMMER SCHEDULE

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

☐ same as school year schedule

☐ one week every month

☐ Two weeks every month

☐ One month with each parent

Other:



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SCHEDULE FOR OTHER HOLIDAYS

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

1. New Year's Eve	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
2. New Year's Day	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
3. Good Friday	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
4. Easter Sunday	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
5. Passover	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
6. Mother's Day	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
7. Father's Day	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
8. Victoria Day	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
9. Canada Day	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
10. Civic Holiday	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
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. 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
13. Remembrance 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. 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
15. 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
16. Hanukkah	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
17. Halloween	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
18. Other _____	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Odd Years	<input type="checkbox"/> Even Years	<input type="checkbox"/> Every Year
19. 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:

☐ Option for sharing statutory holidays: The particular holiday in question will be simply added to the weekend upon which it falls and be spent with whichever parent already has the children that weekend.

Birthdays:

- Each parent will celebrate their birthday when next they are with the child(ren).
- ☐ 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
- ☐ Each parent will make their own arrangement, coinciding with the normal schedule of time with child(ren).

Other: _____



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SCHOOL/DAYCARE

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: _____

1. ☐ Mother ☐ Father 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, or ☐ mother shall effect such decision, or, ☐ father shall effect such decision.
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 to be informed of any pertinent meetings or testing, or ☐ mother only, or, ☐ father only.
4. The consent of ☐ Mother ☐ Father ☐ both parents 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. In the event the school cannot undertake this task, ☐ Mother ☐ Father will undertake to notify the other of events and provide a copy of report cards within ____ days of receiving.
6. ☐ Both parents, or ☐ mother only, or, ☐ father only, 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 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 each other with respect to the post High School education of the children and costs if not otherwise determined.

Special Education

Special education plans are as follows (if a child has special needs):



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RELIGIOUS UPBRINGING

The following is acknowledged as the children's faith: _____

If the children are part of an agreed congregation or place of worship, enter the name or place here:

The parents will continue, where agreed, to continue with worship or religious instruction. If not in agreement, [] Mother [] Father or [] ADR will determine religious affiliation and participation.

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.

PARENTAL BEHAVIOUR and DEVELOPMENT

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. To that end they will not speak derogatorily of each other or the members of the family of the other, will not cause the child(ren) to be drawn into any dispute regarding decisions affecting the child(ren) and will not attempt to curry favor with the child(ren) to the detriment of the other.

Parents will consider and avail themselves of articles, books, workshops and/or counseling to improve their parenting skills or to further their understanding of their children's physical, emotional, psychological, spiritual or academic needs as may be required. Parents will exercise consistency in following through with their time with the child(ren), discipline and behavioural and academic expectations and will endeavour to communicate with each other on such matters or attend counseling to facilitate such.

COUNSELLING AND/OR TREATMENT PLAN

One or both parents may acknowledge problems related to drugs, alcohol, violence, child management, etc. The following plan is agreed upon by the parents to address such issues:



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BEHAVIOUR MANAGEMENT

The parents agree on the following strategies for managing child(ren)'s behaviour:

Bedtime on weekdays: _____

Bedtime on weekends: _____

Homework time: _____

DAY-TO-DAY DECISIONS/DAILY NEEDS

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).

When each child is in the care of a parent, that parent will insure the child will be properly groomed, fed, clothed and supervised. The child will be given proper physical, health and day care as appropriate.

MEDICAL

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

Physician _____ Tel: _____

Dentist _____ Tel: _____

Orthodontist _____ Tel: _____

All prescription medications are to be divided into two aliquots by the pharmacist; this is to be requested by the parent when filling the script. The prescription will be divided to provide appropriate dosages and administrations to cover time with each parent. If the prescription cannot be divided as in the case of a puffer, then 2 prescriptions will be obtained.

Or: _____

Other medical considerations (allergies?): _____



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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 possible, but within ___ hours.
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 possible.
4. Both parents shall have the right to be informed of any regular medical appointments that the child might have. ☐ Mother ☐ Father ☐ Both may attend regular appointments.
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).
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 behavioural problems, the consent of ☐ Mother ☐ Father ☐ both parents shall be needed to effect such a referral.
13. Both parents shall have 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.
14. The child(ren)'s health cards shall be held by ☐ Mother ☐ Father

SPECIAL NEEDS

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



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MOBILITY

The residence of ☐ Mother ☐ Father shall be restricted to a ____ ☐ kilometer ☐ mile radius of each other or of this central location: _____

TRAVEL

1. The child(ren)'s travel documents (Passport) will be held by ☐ Mother ☐ Father.
2. The child shall not be taken from the confines of their Province or State of residence without informing the other parent. The other parent shall be informed with _____ days/weeks notice.
3. The child shall not leave the country without being fully covered by appropriate medical insurance.
4. 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.

CHILD CARE

1. Each parent shall be responsible for making their own child care arrangements for the temporary alternate care of the child(ren) (babysitting), when such care is needed, with the exception of the conditions set out below:
2. Each parent shall inform the other from time to time who is providing alternate care for the child(ren).
3. Each parent shall have the right to communicate with the person who is providing alternate care for the child(ren).
4. If the parent with whom the child is resident is going to be absent for a period of more than _____ hours, 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 other children, 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:



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CHANGE OF NAME

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

NEW PARTNERS/SPOUSES

Parents will act with due consideration to how the child(ren) shall address a parent's new partner or spouse (steparent). Parents will discuss this issue with concern for confusion or loyalty issues.

CHILD(REN) 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. The parents agree to ☐ share clothing, or, ☐ each parent shall provide their own clothing for the child(ren).

Other: _____

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 whilst caring for 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 has been dealt with and until such time as there is reasonable grounds to assume such situations or behaviour are not likely to re-occur. Under such circumstances parents are obliged to inform child protection services as may be required by law.

DISPUTE RESOLUTION

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

- ☐ Discussion with a friend or family member: _____
- ☐ Counseling with: _____
- ☐ Mediation with: _____
- ☐ Collaborative Family Law with: _____
- ☐ Court/Arbitration: _____
- ☐ Parenting Coordinator: _____
- ☐ Other: _____



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Mediation or Collaborative Law or Parenting Coordinator:

1. Either parent may determine if any of these strategies is necessary in order to resolve parenting issues, on the basis of ☐ verbal, ☐ written notice to the other.
2. The parent who initiates action shall be initially responsible for any costs pending alternate agreement made by the parties, or through the process or by Court Order.
3. In conducting any of the above strategies, the parties shall empower the service provider to collect information from third parties that may assist in resolving the dispute.
4. 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 or, upon agreement by the parties, by arbitration.

COMMUNICATION

The parents will communicate with each other through:

☐ Telephone Mother: _____ Father: _____

☐ Email Mother: _____ Father: _____

☐ Face to Face: _____

☐ Communication book: _____

☐ www.jointparents.com

Communications will be brief and relate only to issues at hand. Neither parent shall communicate in a discourteous manner with the other. Communication book, emails or any other permanent record of communication may be used in mediation, arbitration or a court proceeding. As such, parents are advised to be cautious with respect to the content of the permanent record.

RIGHTS

The following are the rights of a parent when a child is not in the care of that parent:

1. The right to unimpeded telephone conversations with each child at least _____ times a day/week at reasonable times and for reasonable duration.
2. The right to send mail or email to each child that the other parent will not open or censor.
3. The right to receive notice and relevant information as soon as practicable but within twenty-four (24) hours of any event of hospitalization, major illness or death of a child.



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REVIEW

As children grow, their needs change. Also the circumstance or situation of parents can change. As such 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 children 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 children the plan may be reviewed at yearly intervals.
- For adolescent children, the Parenting Plan may alter quite regularly, but with less concern to the parent's schedule and more concern with the adolescents' schedule.

The parents agree NOT to use the process of review to simply undermine or interfere with the Parenting Plan as already established. Rather, review will be subject to developmental needs of the children or material change in a parent's circumstance or situation that would make the present plan unworkable.

DECLARATION

We declare that this plan 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 independent legal advice.

Mother

Date

Father

Date

Witness

Date

