

# Parenting Plan Worksheet

*This worksheet gives you space to think through your co-parenting goals before talking with your ex, a mediator, or a lawyer. If you can agree on even a few points now, finalizing your parenting plan will be much easier.*

Think of your plan as a starting point—not the final version. Life changes, and your plan should, too. Some parents revisit it every year, others every few. The truth is, your lives will stay connected through your kids. This plan helps you show up for them—emotionally, physically, and financially—together.

## What unites you?

Your love for your children.



# Parenting Plan Worksheet

## Custody

There are two types of custody, **physical custody** and **legal custody**.

**Physical custody** is the time the children spend with you and your spouse. We also call it “parenting time.”

**Legal custody** is the right to make major decisions about the children regarding healthcare, religion, education, living location and travel.

*You can have joint physical and legal custody, sole physical and legal custody, or you can have joint for one type and sole for the other.*



Though some state rules may slightly vary, sole physical custody usually means the children spend more than 70-80% of their time with one parent.

- Who will have physical custody? \_\_\_\_\_
- Who will have legal custody? \_\_\_\_\_
- What will the children’s residence be for school registration? \_\_\_\_\_

## Time Sharing

- How will you split time with the children?
  - 50/50
  - 60/40
  - 70/30
  - 80/20
  - Other \_\_\_\_\_
- Who will be considered the custodial parent? \_\_\_\_\_

The custodial parent is the one who spends more physical time with the kids. If your split is 50/50, use the parent who’s address is used for school registration.

# Parenting Plan Worksheet

## Scheduling

Scheduling parenting time is completely up to you and your spouse, as long as you can come to an agreement.

Some states have templated plans that parents can choose to follow. But for most parents, the plan that works best is the plan that works best for everyone's schedule.

**Parenting plans can change. What works best for a toddler will probably not be the same as when the child is a teenager.**

## Example Schedules

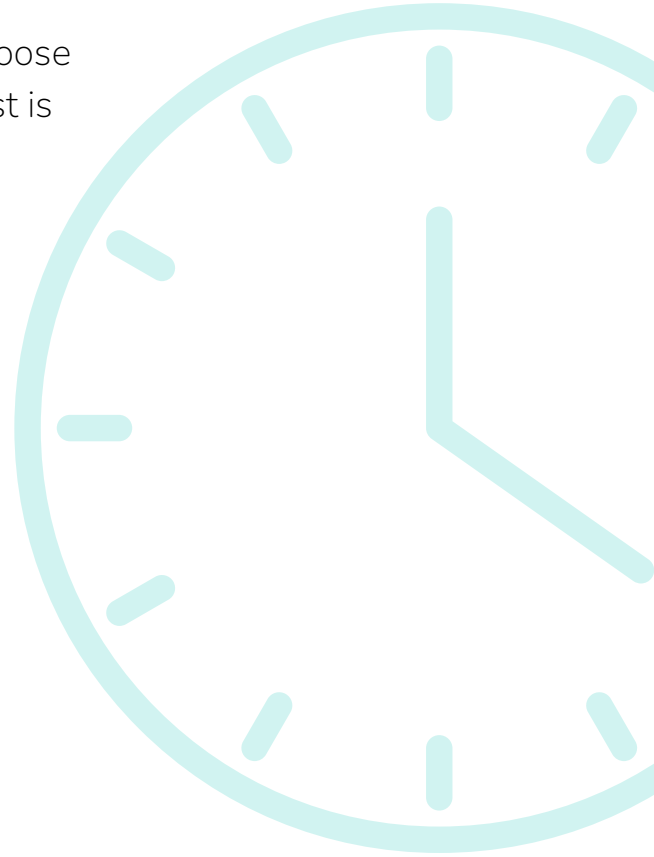
Some common schedules include:

- One day on / one day off
- Every other week
- Two days on / two days off / alternate weekends
- Weekdays / weekends
- Every other weekend and school holidays

## Visitation with sole custody

If you are choosing sole custody for one parent (less than 70-80% of time), what type of visitation will the other parent have with the children?

- Scheduled Visitation:** A detailed plan with set dates and times, including holidays, school breaks, and special occasions.
- Reasonable Visitation:** No fixed schedule—parents coordinate together. Best if communication is strong and consistent.
- Scheduled Visitation:** A detailed plan with set dates and times, including holidays, school breaks, and special occasions.
- Reasonable Visitation:** No fixed schedule—parents coordinate together. Best if communication is strong and consistent.



# Parenting Plan Worksheet

## School Year Schedule

Fill in the schedule and which parent will have the kids for each day during the school year.

Day of week	Schedule
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Will the schedule change for the summer break? \_\_\_\_\_

Explain how the schedule will change:

# Parenting Plan Worksheet

## Holiday Schedule

Sorting out your holiday schedule can take a lot of stress and anxiety around what is supposed to be a fun, relaxing time for you and your kids.

- How will you and your ex share holiday time?
- One of us will have certain holidays in even years, the other will have them in odd years. Which parent will have even years? \_\_\_\_\_
  - We will always have the children for the same holidays
  - We have some holidays we can split time on the same day (am/pm, etc.)  
\_\_\_\_\_
  - We have some holidays we will have together with the children (birthdays, etc.)  
\_\_\_\_\_
- If you and your ex cannot agree on a certain holiday, what will the fallback plan be?  
\_\_\_\_\_

Holiday name	Schedule

## Parenting Plan Worksheet

### Vacation planning

Having some ground rules about how to handle school breaks and vacation time can set you up for success and smooth transistions.

- How far in advance should you let your ex know about travel or vacation plans with the kids? \_\_\_\_\_
- Are there any restrictions on how vacation time should be spent, or who is allowed to travel with the kids? \_\_\_\_\_  
\_\_\_\_\_
- How will you handle planning around the kids' activity or extracurricular schedules? \_\_\_\_\_  
\_\_\_\_\_

### Communication during parenting time

The court generally expects that the parent without parenting time may have reasonable telephone contact with the children during the children's normal waking hours.

Explain any rules about communication during parenting time:

## Parenting Plan Worksheet

### Health decisions for your children

If you share legal custody, it makes sense to have some ground rules for medical situations with your children.

- Which parent will be providing health insurance for your children? \_\_\_\_\_
- If your child is injured or has a medical emergency outside the home, which parent should be notified first? \_\_\_\_\_
- Which parent will take your children to medical or therapy appointments?  
\_\_\_\_\_
- How will you handle administering prescription or non-prescription medication?  
\_\_\_\_\_
- How will you divide out-of-pocket medical expenses for your children?  
\_\_\_\_\_

### Education decisions for your children

Deciding which school your children attend is a shared decision when you share legal custody.

- Who will be the primary contact for school purposes? \_\_\_\_\_
- How will you handle attendance for school functions like conferences, concerts, etc.? \_\_\_\_\_
- Which parent will take your children to medical or therapy appointments?  
\_\_\_\_\_
- How will you handle illness or unexpected school cancellations? \_\_\_\_\_  
\_\_\_\_\_
- How should the school keep both parents updated about the children? \_\_\_\_\_  
\_\_\_\_\_

## Parenting Plan Worksheet

### | Extracurricular activities

The costs for extracurricular activities are not covered by child support. Generally, parents choose how to divide these costs in their divorce agreement.

- Which parent will register children for extracurricular activities? \_\_\_\_\_
- How will you decide which activities the children participate in? \_\_\_\_\_  
\_\_\_\_\_
- How will you divide or share costs for extracurricular activities and camps?  
\_\_\_\_\_
- Which parent will sign permission slips? \_\_\_\_\_  
\_\_\_\_\_

### | Post-secondary education

Your children may be too young for college now, but planning ahead can make things smoother when the decision comes.

- Will you and your ex continue to save for your children's college educations? \_\_\_\_\_  
\_\_\_\_\_
- How will you and your ex handle discussions with your children about which college to attend or majors? \_\_\_\_\_  
\_\_\_\_\_
- How will you share college expenses (think room & board, books, etc.) \_\_\_\_\_  
\_\_\_\_\_

Notes:



## Parenting Plan Worksheet

### | Child tax credits

Generally parents will either assign one parent to always get this deduction, alternate the deduction every year, or divide the number of children and both take the deduction.

How will you assign the child tax credit? \_\_\_\_\_  
\_\_\_\_\_

### | Communicating with your ex

We recommend starting your parenting plan with clear rules on how you and your ex will communicate. The early stages of co-parenting are often the most sensitive, so agreeing on frequency and method matters.

Explain how you will communicate with your ex. Include plans for exchanging the children for the other parent's parenting time.