

TWELFTH JUDICIAL CIRCUIT
FAMILY LAW DIVISION

Instructions and Overview
For Your
HIGHLY STRUCTURED PARENTING PLAN*

(These instructions are intended to be used while completing the Highly Structured Parenting Plan)

**Legal matters can be very complex. If you have questions or concerns about the use of these forms, instructions, or your legal rights, it is strongly recommended that you talk to an attorney. All instructions and forms distributed by the Twelfth Judicial Circuit are provided merely to serve as a guide. The Twelfth Judicial Circuit does not guarantee that either the instructions or the forms will achieve the result desired by the parties or ensure that an individual judge will follow the procedures exactly or accept each and every form drafted. Any person using these forms and/or instructions does so at their own risk, and the Twelfth Judicial Circuit shall not be responsible for any losses incurred by any person in reliance on the instructions and/or forms.*

For best results, complete the assessment in the 12th Judicial Circuit's "Instructions and Assessments for your Parenting Plan" prior to using the Highly Structured Parenting Plan.

Step One: Assessment

1. Do you believe your child(ren)'s other parent deliberately tries to make you look bad by: giving your child(ren) expensive gifts; failing to back you up concerning discipline; showing you disrespect in front of the child(ren); and, saying bad things about you to third parties?
2. Your child(ren) is/are not permitted to take his/her belongings between homes without restrictions or conflict?
3. Do you believe you're the other parent deliberately interferes with your time with the child(ren)?
4. Are you and the other parent unable to attend any public function, at the same time, without conflict?
5. Do you feel the other parent is deliberately not fulfilling his/her child related financial responsibilities to you?
6. Do you believe the other parent has no good qualities?

If you answered "no" to all of the above please purchase from the Clerk of Court or download the Basic Parenting Plan from www.jud12.flcourts.org.

If you answered "yes" to any of the above then complete the following Highly Structured Parenting Plan.

Step Two: Getting Started

1. Before you fill in any part of the Highly Structured Parenting Plan, you should make a copy of the blank form. Save this copy for when you are ready to fill out a final version to file with the Court.
2. At the top of the first page fill in the county where the plan is being filed or where the original action took place. This is the county of original jurisdiction, Sarasota, Manatee, or DeSoto.
3. On the top left side of the page, fill in the names of the Petitioner and the Respondent on the lines provided. If you have an existing court case, use the labels and names as they appear on the original documents filed with the court. If you do not have an existing court case, then it does not matter who is the petitioner or respondent until the case is filed.
4. On the top right side of the page, enter your case number and division, if you have one. If the Parenting Plan you are submitting is agreed upon by both parents, write "Both" otherwise, fill in the name of the parent who is proposing the Parenting Plan where it says "Parenting Plan of:".

Step Three: Identification of the Parties

1. List the names of the Father and the Mother; as well as, each of their contact information.
2. List the minor children involved in this parenting plan, including their date of birth, current address, and future address, if known, or if the address is unknown then a location (ex. Albuquerque, New Mexico).
3. List any minor children that are not addressed by this plan. Including their date of birth, who they live with (ex. Aunt, Grandfather, etc.) and their address.

Step Four: Choose your Options

A. Contact Section

Weekly Contact: Determine when your child(ren) will be in the care of each parent. Create a schedule for weekdays and for weekends.

Holiday Contact: Determine how the child(ren) will be spending time during holidays. Fill in the blanks by writing the appropriate parent's name to show where the child(ren) will be for the holidays. You may add other special occasions you celebrate below the printed list. Remember to write in beginning and ending dates and times if the selected option has blanks.

Summer Contact: Choose one of the options. If you are agreeing to a schedule other than one of the first three options, remember to clearly explain the terms of your agreement.

B. Communication Section

Virtual Communication: Select all options that apply. Remember to write in specific days and times that communication will take place or number of times per week, etc.

Communication: List the means of communication. (Ex. unrestricted, phone, email, etc.)

C. Exchange and Travel Section

Carefully read all of the options in each of the sections and check ALL that apply. Fill in the appropriate blanks and describe in detail your plan for exchanging the child(ren), if the option allows for it.

D. Information Sharing Section

Provide each parties' complete information. Review the information provided, about sharing information between parents, school, and involvement in other activities. .

E. Other Terms Section

Describe any other provisions you would like to include in your parenting plan.

F. Dispute Resolution

Decide whether you will agree to resolve any disputes that may arise in the future through mediation or other means.

Step Five: File with the Court

If the plan is proposed by only one parent, then that parent alone should sign. If the plan is agreed to by both parents, both parents must sign the parenting plan and have their signatures witnessed by a **notary public** or **deputy clerk**. After completing the plan, you should file the original plan and a Notice of Filing with the Clerk of Court in the county where the petition was filed and keep a copy for your records. **NOTE:** If an agreed parenting plan is not filed by the parties, the Court shall establish a plan.

Even if you and your child(ren)'s other parent are unable to come to an agreement on a parenting plan, please complete the assessment to determine which parenting plan may be right for your family. Purchase the appropriate parenting plan from the Clerk of Court, or download the plan from the 12th Judicial Circuit's website at www.jud12.flcourts.org. Prepare as a draft in the event your case is referred to mediation.

The Do's and Don'ts of Parenting

Both Parents

DO:

- Maintain healthy communication with your children.
- Make it a priority to communicate regularly with the other parent.
- Religiously follow the parenting plan to make the process routine, easy and positive for your children.
- Strive to keep your word to the children.
- Contact the other parent immediately if there is an emergency involving the children while they are with you.

DON'T:

- Be uncooperative. The children will suffer consequences if their parents do not cooperate.

Parent A

(The parent with whom the child has more time-sharing)

DO:

- Share information about school, teachers, activities, friends and relatives with the other Parent.
- Be flexible and supportive of the children's relationship with the other Parent.
- Encourage excitement for the anticipated communication and/or travel with the other Parent.

DON'T:

- Edit, coach, monitor, or otherwise interfere with the children's communication with the other Parent.
- Take it personally if the children do not wish to call you regularly when they are with the other parent.

IN THE CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT
IN AND FOR _____ COUNTY, FLORIDA

Petitioner

and

Respondent

Case No. _____

Family Division: _____

HIGHLY STRUCTURED PARENTING PLAN

1. PARENTING PLAN OF: Check all that apply

- Both Parents Mother Father Court Ordered Plan
- Temporary Final Judgment Modification

	<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>E-Mail</u>
Father:	_____			
Mother:	_____			

THIS PARENTING PLAN INVOLVES THE FOLLOWING CHILD(REN):				
	<u>Name</u>	<u>Date of Birth</u>	<u>Current Address</u>	<u>Future Address</u>
Child 1:	_____			
Child 2:	_____			
Child 3:	_____			
Child 4:	_____			
Child 5:	_____			

LIST ANY MINOR CHILDREN YOU HAVE NOT ADDRESSED BY THIS PLAN.			
	<u>Name</u>	<u>Date of Birth</u>	<u>Current Address</u>
Child 1:	_____		
Child 2:	_____		
Child 3:	_____		

***IF THE PARENTING ARRANGEMENTS ARE DIFFERENT FOR SOME OF YOUR CHILDREN,
YOU SHOULD WRITE UP A SEPARATE PARENTING PLAN FOR EACH CHILD.***

2. JURISDICTION

- **The United States is the country of habitual residence of the child(ren).**
- **The State of Florida maintains the most significant contacts with the child(ren) and is the most appropriate forum for addressing parenting contact.**
- **This Parenting Plan is a child custody determination for the purposes of the Uniform Child Custody Jurisdiction and Enforcement Act, the International Child Abduction Remedies Act, 42 U.S.C. ss 11601 et seq., the Parental Kidnapping Prevention Act, and the Convention on the Civil Aspects of International Child Abduction enacted at the Hague on October 25, 1980.**

●The State of Florida is the child(ren)'s home state for purposes of the Uniform Child Custody Jurisdiction and Enforcement Act.

Venue is proper in the county of: ✓ Select your County
Manatee Sarasota DeSoto County.

3. PARENTING PRINCIPLES

A. General

- Each Parent shall make decisions regarding the day-to-day care and control of the child(ren) while they are with that parent.
- Each parent will make emergency decisions affecting the health or safety of the child(ren), notifying the other parent at the earliest opportunity.
- Each parent shall have access to all academic, medical, and other health related information pertaining to the child(ren), and they shall sign any necessary documentation ensuring that both parents have access to said records.
- Each parent shall be responsible for getting their own copies of records and reports directly from the school and medical facilities.
- Each parent has independent authority to confer with the child(ren)'s school, day care, medical and health related providers and other programs with regard to the child(ren)'s educational, emotional and social progress.
- Both parents shall be listed as emergency contacts for the child(ren).
- Each parent shall make sure the other parent has current contact information for the other parent.
- Each child has a right to be absent, insulated and protected from the parents' differences with each other and arguments or discussions.
- Each child has a right to be free of negative comments and behavior by one parent about the other.

B. In the event the parties do not agree on a parental decision: ✓ Check only one

The parents shall submit the issue to the following Parenting Coordinator _____ (name). If the parents are unable to agree on a parenting, one will be found or appointed from the 12th Judicial Circuit approved list.

Unless otherwise agreed the professional shall be
Paid by: Mother _____ % Father _____ %

- If eligible, the parents will use the mediator appointed by the Court's mediation program.
- The parents shall first submit the issue to mediation.

If the parents are unable to mutually agree on a mediator, the parents shall use:

Unless otherwise agreed during mediation, the mediator shall be
Paid by: Mother _____ % Father _____ %

The parents shall submit the issue to the court at the earliest available date.

Other: _____

C. The ultimate decision making authority shall be made by: ✓ Check only Mother or Father for the following

- Academic/educational needs of the child(ren) Mother Father
- Medical/health related needs of the child(ren) Mother Father
- Extra-curricular needs of the child(ren) Mother Father
- Religion Mother Father
- Discipline Mother Father
- _____ needs of the child(ren) Mother Father

● Remember if you cannot resolve these parenting issues, the court will step in to assign one parent to resolve these parenting issues.

4. CHILDREN'S RIGHTS

● Each child has a right:

- To have two parents to love without fear of anger or guilt from the other; and
- To develop an independent and meaningful relationship with the other parent and to respect the differences of each parent and their home; and
- To be absent, insulated and protected from disparaging, belittling or alienating statements about the other parent; and
- To not be used as a messenger, delivery means or means of communication with the other parent; and
- To not be questioned about the other parent.

5. EDUCATION

The children shall be enrolled/registered in school by: ✓ Check only one

- Mother
- Father

NOTE: This assignment does not determine where the child(ren) shall attend school. That determination shall be made by the school district rules.

The child(ren) shall attend (if known): ✓ Check all that apply

- Child Care: _____
Paid by: Mother _____ % Father _____ %
- Pre-School: _____
Paid by: Mother _____ % Father _____ %
- Public School
- Private School: _____
Paid by: Mother _____ % Father _____ %
- Before School Program: _____
Paid by: Mother _____ % Father _____ %
- After School Program: _____
Paid by: Mother _____ % Father _____ %

Special Education: _____
Paid by: Mother _____ % Father _____ %

Tutoring: _____
Paid by: Mother _____ % Father _____ %

6. EXTRA-CURRICULAR ACTIVITIES: *↓ Check all that apply*

Either parent may register the child(ren) and allow them to participate in the activity of the child(ren)'s choice during that parent's parenting time.

The parent with the minor child(ren) shall transport the minor child(ren) to and/or from extra-curricular activities, providing all necessary uniforms and equipment are within the parent's possession, during that parent's parenting time.

The costs of the extra-curricular activities shall be
Paid by: Mother _____ % Father _____ %

The uniforms and equipment required for extra-curricular activities shall be
Paid by: Mother _____ % Father _____ %

Other: _____

No changes shall occur without court order.

If the child(ren) attend summer camps, the costs and efforts shall be:
Paid by: Parent scheduled to have the child(ren) during that time period; **or**
 Mother _____ % Father _____ %

7. MEDICAL

●Parents shall obtain on their own all medical, psychological, counseling, therapeutic, optical, orthodontic, dental or other health related care and needs of the child(ren) as allowed by court order.

●In the event of serious illness, accident or hospitalization affecting the health of the child(ren), the parent with the knowledge of such event shall immediately notify the other parent.

● A parent scheduling a routine appointment for the child(ren) shall notify the other parent in writing within 7 days, in writing, that the appoint occurred. The notice shall include the health care provider's name and contact information.

↓ Check all that apply

Uncovered medical expenses of the child(ren) shall be
Paid by: Mother _____ % Father _____ %

Uncovered dental and/or orthodontic expenses of the child(ren) shall be
Paid by: Mother _____ % Father _____ %

Uncovered psychological, counseling, therapeutic or other health related needs of the child(ren) expenses shall be
Paid by: Mother _____ % Father _____ %

8. RELIGION

√ Check all that apply

- Each parent may provide religious instruction in the faith they so desire.
- The parents have agreed that the child(ren)'s religious training shall be in the faith of:

A. The costs of such training shall be
 Paid by: Mother _____ % Father _____ %

B. The efforts and transportation needed for training shall be
 Paid by: Mother _____ % Father _____ %

9. SCHEDULING

A. School Calendar

●On or before 01 August each year, both parents shall obtain a copy of the school calendar for the next school year.

A. The parents shall follow the school calendar of: *√ Check all that apply*

- the oldest child
- the youngest child
- the school calendar for: Manatee Sarasota DeSoto County
- the school calendar for _____ School

B. Definitions

**●Unless otherwise specified in this Agreement, the academic break periods or holidays,
 Begin: At the end of the last scheduled day of classes before the holiday or break, and
 End: On the evening before the first day of regularly scheduled classes after the holiday or break.**

C. Schedule Conflicts

●In the event holiday or vacation time conflicts with the ongoing parenting contact, the scheduled holiday or vacation time shall be observed.

10. COMMUNICATION WITH THE CHILD(REN)

- Each parent shall notify the other parent within 7 days of any change to his/her contact information.**
- Each parent shall maintain a working phone.**
- Scheduled telephone contact shall not be monitored by or interrupted by the other parent.**
- Scheduled telephone contact shall be between the calling parent and child(ren).**

The child(ren) shall have access to the following: *√ Check all that apply*

- Cell Phone Computer Web Cam

Scheduled telephone contact shall be as follows: *√ Check all that apply*

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday
- During the hours of _____ to _____

The: Other parent initiates contact Child(ren) initiates contact

Telephone contact shall not exceed: _____ minutes per call _____ times per day

The cost of the cell phone and service shall be
 Paid by: Mother _____ % Father _____ %

The child(ren) may maintain internet/online access with either parent: *√ Check all that apply*

Anytime

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

During the hours of _____ to _____

The: Other parent initiates contact Child(ren) initiates contact

The child(ren) may send/receive email.

The child(ren) may make calls using the computer.

The child(ren) may communicate on the following blogs, internet scrapbooks and/or photo services _____.

The child(ren) may e-mail each parent at the following e-mail addresses:

Mother: _____

Father: _____

The cost associated with maintaining internet online access shall be

Paid by: Mother _____ % Father _____ %

● **The parents shall monitor the child(ren)'s use of the computer to insure their safety:**

√ Check all that apply

The parents agree to install parental controls on all computers used by the child(ren).

The parents agree that the child(ren)'s computer access will be supervised as follows:

● **DEFAULT COMMUNICATION PLAN BETWEEN PARENTS AND CHILD(REN)
IF THE PARTIES CANNOT AGREE THE FOLLOWING SHALL APPLY:**

1. **The parent not with the child(ren) shall talk to the child(ren) every Sunday, Tuesday and Thursday at 7 p.m. in the time zone where the child(ren) are located for a maximum of thirty minutes. The parent no with the child(ren) shall place the call.**
2. **The child(ren) shall be permitted to call the other parent at any reasonable time they request. The parent with the child(ren) shall assist the child(ren) in making the call if needed.**

11. COMMUNICATION BETWEEN PARENTS

Parents shall communicate by: *√ Check all that apply*

E-Mail Text Message Third Party

Letter Other: _____

● **DEFAULT COMMUNICATION PLAN BETWEEN THE PARENTS
IF THE PARTIES CANNOT AGREE THE FOLLOWING SHALL APPLY:**
The parents shall communicate about issues concerning the child(ren) by fax, email or certified U.S. mail.

12. CHILD CARE PROVIDERS *√ Check all that apply*

● **Child Care Provider means any party other than the parent who is caring for the child(ren).**

Parents may individually select appropriate child care providers.

Parents agree the following individuals can be used as child care providers: _____

Each parent must offer via email or fax the other parent the opportunity to care for the child(ren) before using a child care provider for any period exceeding 48 hours.

13. MODIFICATIONS TO THIS AGREEMENT

● If both parents agree to make a change to this agreement, such modification must be in writing, signed by both parties and filed with the court.

14. RULES THAT APPLY TO EXCHANGE AND TRAVEL

● All necessary information will accompany the child(ren) including:

- Medicine and dosage in its original packaging
- Homework assignments, school projects and directions
- Social and extra-curricular activities with uniforms/equipment
- Appointments
- Sleep / meal schedules

● During all transportation exchanges neither parent shall display anger, sarcasm or profanity in the presence of the child(ren).

● Required child(ren)'s belongings will accompany them or be provided to the other parent by a third party.

● Each parent shall ensure each child has adequate clothing and personal effects for the duration of parenting time.

● Each parent shall return each child clean, fed, with the clothes, personal effects and toys they took with them.

↓ Check all that apply

In addition to the parents, the following person(s) may pick up or deliver a child: _____

Either parent shall be permitted to take the child(ren) on vacation away from their usual residence as allowed by the Highly Structured Parenting Plan time sharing schedule.

A written itinerary shall be provided to the other parent 30 days prior to the trip or, if a vacation is planned on short notice, as soon as the trip is planned.

Neither parent shall be permitted to take the child(ren) out of the U.S.A. without the written permission of the other parent or a court order.

A. Exchanges:

If Driving, Exchanges Shall Occur: *✓ Check only one*

The parents shall meet at the following central location, and each shall remain in their vehicle (e.g. exit 213 off I-75, police substation):

Drop off location: _____

Pick up location: _____

Other: _____

If the parties don't agree on an exchange location, the following shall apply: *✓ Check only one*

Child's School(specify): _____

- Third party's residence (specify): _____
- At law enforcement office (specify): _____

If Using Public Transportation: *✓ Check all that apply*

Cost of transportation of a child to share time with a parent is to be:
 Paid by: Mother _____ % Father _____ %

Cost of transportation of an adult to travel with the child to share time the other parent is to be:
 Paid by: Mother _____ % Father _____ %:

The parents agree to meet in the following location: _____

●Neither parent shall be more than 30 minutes late without prior notice.

If the parties don't agree on an alternate exchange arrangement, the following plan shall be followed: *✓ Check all that apply*

The inconvenienced parent will return home with the child(ren) to be picked up by the tardy parent.

The inconvenienced parent shall be entitled to an additional _____ with the child(ren) to be used with prior notice.

The tardy parent will deposit \$50 in the child(ren)'s savings account within seven days.

B. Restrictions on Out of Country Travel: *✓ Check all that apply*

Is permitted when notice is provided to the other parent _____ days in advance. Such notice shall provide the child(ren)'s itinerary, travel mode, address and contact information for each destination of travel.

Is not permitted without the prior written consent of the other parent. Such consent shall provide the child(ren)'s itinerary, travel mode, address and contact numbers.

Travel is permitted only to countries that are signatory members of the Hague Convention on Civil Aspects of Child Abduction.

15. TIME SHARING PLAN

Parent "A" _____

Parent "B" _____

Complete blanks above with name of parties.

Fill in which days each Parent (A or B) will spend over night time with the child(ren):

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week One	Parent __	Parent __	Parent __	Parent __	Parent __	Parent __	Parent __
Week Two	Parent __	Parent __	Parent __	Parent __	Parent __	Parent __	Parent __
Week Three	Parent __	Parent __	Parent __	Parent __	Parent __	Parent __	Parent __
Week Four	Parent __	Parent __	Parent __	Parent __	Parent __	Parent __	Parent __

Begins: ✓ Check Beginning Time

- End of school day
- _____ p.m.
- _____ a.m. on the day after the end of school day

Ends: ✓ Check Ending Time

- Beginning of school day
- _____ p.m. on the day before beginning of school

● DEFAULT TIMESHARING PLAN

IF THE PARTIES CANNOT AGREE THE FOLLOWING TIME SHARING PLAN SHALL APPLY:

The child(ren) will spend every other weekend with the Parent A from 6 p.m. on Friday until 6 p.m. on Sunday, and every Wednesday from after school and/or day care until 8pm.

This schedule shall be extended to include school holidays and any teacher planning or in-service days where school is not in session that takes place on Friday or Monday. In event of such occurrence, the schedule shall be extended from Thursday 6 p.m. to Monday 6 p.m.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week One	Parent <u>B</u>	Parent <u>B</u>	Parent <u>A</u> (p.m. only)	Parent <u>B</u>	Parent <u>A</u>	Parent <u>A</u>	Parent <u>B</u>
Week Two	Parent <u>B</u>	Parent <u>B</u>	Parent <u>A</u> (p.m. only)	Parent <u>B</u>	Parent <u>B</u>	Parent <u>B</u>	Parent <u>B</u>
Week Three	Parent <u>B</u>	Parent <u>B</u>	Parent <u>A</u> (p.m. only)	Parent <u>B</u>	Parent <u>A</u>	Parent <u>A</u>	Parent <u>B</u>
Week Four	Parent <u>B</u>	Parent <u>B</u>	Parent <u>A</u> (p.m. only)	Parent <u>B</u>	Parent <u>B</u>	Parent <u>B</u>	Parent <u>B</u>

16. HOLIDAYS, ACADEMIC BREAKS, SIGNIFICANT DAYS

● This schedule follows:

Even if your child(ren) are home schooled, or not in school at this time you must ✓ *Check one.*

- Public school calendar (Specify County) _____
- Private school calendar. (Specify School): _____

The calendar is available at: _____

● Holiday timesharing takes priority over regular weekday or weekend visits.

✓ *Check all that apply*

Martin Luther King Jr. Day *School Holiday: Third Monday in January*

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has contact in odd years

Begins: Check Beginning Time

- End of school on last day of classes before the holiday
- _____ a.m. Saturday morning before the holiday
- _____ a.m. on the holiday

Ends: Check Ending Time

- Beginning of school on first day of classes after the holiday
- _____ p.m. on the holiday

Presidents' Day *Holiday: Third Monday in February*

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes before the holiday

- ____ a.m. Saturday morning before the holiday
- ____ a.m. on the holiday

Ends: Check Ending Time

- Beginning of school on first day of classes after the holiday
- ____ p.m. on the holiday

Good Friday/Easter

Holiday: March/April

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes before the holiday
- ____ a.m. Saturday morning before the holiday.
- ____ a.m. on the holiday

Ends: Check Ending Time

- Beginning of school on first day of classes after the holiday
- ____ p.m. on the holiday

Passover First Night

Holiday: March/April

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes before the holiday
- ____ a.m. morning before the holiday
- ____ p.m. evening before the holiday
- ____ a.m. on the holiday

Ends: Check Ending Time

- Beginning of school on first day of classes after the holiday
- ____ p.m. on the holiday
- ____ a.m. morning after the holiday
- ____ p.m. evening after the holiday

Passover Second Night

Holiday: March/April

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes before the holiday
- ____ a.m. morning before the holiday
- ____ p.m. evening before the holiday
- ____ a.m. on the holiday

Ends: Check Ending Time

- Beginning of school on first day of classes after the holiday
- ____ p.m. on the holiday
- ____ a.m. morning after the holiday
- ____ p.m. evening after the holiday

Passover Last Night

Holiday: March/April

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes before the holiday
- ____ a.m. morning before the holiday

- _____ p.m. evening before the holiday
- _____ a.m. on the holiday

Ends: Check Ending Time

- Beginning of school on first day of classes after the holiday
- _____ p.m. on the holiday
- _____ a.m. morning after the holiday
- _____ p.m. evening after the holiday

Spring Break

Holiday: Defined by School Calendar

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes before the holiday
- _____ a.m. Saturday morning before the holiday
- _____ a.m. on the holiday

Ends: Check Ending Time

- Beginning of school on first day of classes after the holiday
- _____ p.m. on the holiday

Memorial Day

Holiday: Last Monday in May

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes before the holiday
- _____ a.m. Saturday morning before the holiday
- _____ a.m. on the holiday

Ends: Check Ending Time

- Beginning of school on first day of classes after the holiday
- _____ p.m. on the holiday

Mother's Day

Holiday: Second Sunday in May

Begins: Check Beginning Time

- End of school on last day of classes before Mother's Day
- _____ a.m. Saturday morning before Mother's Day
- _____ a.m. on Mother's Day

Ends: Check Ending Time

- Beginning of school on first day of classes after Mother's Day
- _____ p.m. on Mother's Day

Father's Day

Holiday: Third Sunday in June

Begins: Check Beginning Time

- End of school on last day of classes before Father's Day
- _____ a.m. Saturday morning before Father's Day
- _____ a.m. on Father's day

Ends: Check Ending Time

- Beginning of school on first day of classes after Father's Day
- _____ p.m. on Father's Day

Independence Day

Holiday: 4th of July

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- ____ p.m. on the 3rd of July
- ____ a.m. on the 4th of July

Ends: Check Ending Time

- ____ p.m. on the 4th of July
- ____ p.m. on the 5th of July

Labor Day

Holiday: First Monday in September

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes before the holiday
- ____ a.m. Saturday morning before the holiday
- ____ a.m. on the holiday

Ends: Check Ending Time

- Beginning of school on first day of classes after the holiday
- ____ p.m. on the holiday

Rosh Hashanah

Holiday: September

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes on the day of Rosh Hashanah.
- ____ a.m. on the day of Rosh Hashanah Eve
- ____ p.m. Rosh Hashanah Eve

Ends: Check Ending Time

- Beginning of school on first day of classes after Rosh Hashanah
- ____ p.m. Rosh Hashanah day.
- ____ a.m. after one overnight, if celebrating on first day only.
- ____ p.m. after Rosh Hashanah if celebrating after two overnights

Yom Kippur

Holiday: September /October

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes before Yom Kippur
- ____ a.m. Yom Kippur Eve
- ____ p.m. Yom Kippur Eve

Ends: Check Ending Time

- Beginning of school on first day of classes after Yom Kippur
- ____ p.m. Yom Kippur
- ____ a.m. morning after Yom Kippur
- ____ p.m. morning after Yom Kippur

Columbus Day

Holiday: Second Monday in October

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- End of school on last day of classes before the holiday
- ____ a.m. Saturday morning before the holiday
- ____ a.m. on the holiday

Ends: Check Ending Time

- Beginning of school on first day of classes after the holiday
- _____ p.m. on the holiday

Eid al-Fitr

Holiday: Date varies

- The Mother Father shall have parenting contact for this entire holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.
- Timesharing schedule as follows:
 - Day 1: Mother _____ a.m. to _____ p.m. Father _____ a.m. to _____ p.m.
 - Day 2: Mother _____ a.m. to _____ p.m. Father _____ a.m. to _____ p.m.
 - Day 3: Mother _____ a.m. to _____ p.m. Father _____ a.m. to _____ p.m.

Eid al-Adha

Holiday: Date varies

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.
- Timesharing schedule as follows:
 - Day 1: Mother _____ a.m. to _____ p.m. Father _____ a.m. to _____ p.m.
 - Day 2: Mother _____ a.m. to _____ p.m. Father _____ a.m. to _____ p.m.
 - Day 3: Mother _____ a.m. to _____ p.m. Father _____ a.m. to _____ p.m.

October 31st

Holiday: 31st of October

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.
- Begins:** Check Beginning Time
 - _____ p.m. on 31st of October
- Ends:** Check Ending Time
 - _____ p.m. on 31st of October
 - Beginning of school on 1st of November or, if no school 9:00 a.m.
 - _____ a.m. on 1st of November.

Thanksgiving

Holiday: Fourth Thursday in November

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.
- Begins:** Check Beginning Time
 - End of school on last day of classes before the holiday
 - _____ a.m. Wednesday _____ p.m. Wednesday
 - _____ a.m. Thursday _____ p.m. Thursday
- Ends:** Check Ending Time
 - Beginning of school on first day of classes after the holiday
 - _____ a.m. Thursday _____ p.m. Thursday
 - _____ a.m. Friday _____ p.m. Friday
 - _____ a.m. Sunday _____ p.m. Sunday

Hanukkah

Holiday: December

- The Mother Father shall have parenting contact for this entire holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.
- Timesharing schedule as follows:
 - Day 1: Mother _____ a.m. to _____ p.m. Father _____ a.m. to _____ p.m.
 - Day 2: Mother _____ a.m. to _____ p.m. Father _____ a.m. to _____ p.m.
 - Day 3: Mother _____ a.m. to _____ p.m. Father _____ a.m. to _____ p.m.
 - Day 4: Mother _____ a.m. to _____ p.m. Father _____ a.m. to _____ p.m.

Day 5: Mother ____ a.m. to ____ p.m. Father ____ a.m. to ____ p.m.

Day 6: Mother ____ a.m. to ____ p.m. Father ____ a.m. to ____ p.m.

Day 7: Mother ____ a.m. to ____ p.m. Father ____ a.m. to ____ p.m.

Day 8: Mother ____ a.m. to ____ p.m. Father ____ a.m. to ____ p.m.

Winter Break ✓ Check A, B, or C

A. During even numbered years, the Mother Father has parenting contact during the half of the Winter break that includes Christmas Day. During odd numbered years, the other parent has the half of the Winter Break that includes Christmas Day.

B. Parenting contact will be for the entire Winter Break.

Begins: Check Beginning Time

End of school on last day of classes before the break

____ a.m. Saturday morning after the last day of classes

____ a.m. Monday after the last day of classes

Ends: Check Ending Time

____ Saturday before school resumes

Beginning of school on first day of classes after the holiday

____ p.m. the night before classes resume

C. During even numbered years, the Mother Father has parenting contact during the first half and the other parent shall have the second half of the break. This is reversed in odd years.

First Half - Begins: Check Beginning Time

End of school on last day of classes before the break.

____ a.m. Saturday morning after the last day of classes.

____ a.m. Monday after the last day of classes.

Ends: Check Ending Time

If the break has an odd number of days, at 2:00 p.m. on the day after the midpoint date.

For example if the break is 13 days, the break ends on $13/2 = 6.5$, so the first half ends at 2:00 p.m. on the 7th day.

If the break has an even number of days, at 8:00 p.m. on the midpoint date. For example if the break is 12 days, the break ends on $12/2 = 6$, so the first half ends at 8:00 p.m. on the 6th day.

Second Half - Begins: Check Beginning Time

If the break has an odd number of days, at 2:00 p.m. on the day after the midpoint date.

For example if the break is 13 days, the break ends on $13/2 = 6.5$, so the first half ends at 2:00 p.m. on the 7th day.

If the break has an even number of days, at 8:00 p.m. on the midpoint date. For example if the break is 12 days, the break ends on $12/2 = 6$, so the first half ends at 8:00 p.m. on the 6th day.

Ends: Check Ending Time

Beginning of school on first day of classes after the holiday.

____ p.m. the night before classes resume.

December 24th

Holiday: 24th of December

The child remains where the Winter Break schedule specifies, OR

The parents shall follow the following schedule:

The Mother Father shall have parenting contact for this holiday every year.

During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

The child remains where the Winter Break schedule specifies.

____ a.m. on 24th of December

____ p.m. on 24th of December

Ends: Check Ending Time

- _____ p.m. on 24th of December
- _____ a.m. on 25th of December

December 25th

Holiday: 25th of December

- The child remains where the Winter Break schedule specifies, OR
- The parents shall follow the following schedule:
 - The Mother Father shall have parenting contact for this holiday every year.
 - During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Begins: Check Beginning Time

- The child remains where the Winter Break schedule specifies
- _____ a.m. on 25th of December
- _____ p.m. on 25th of December

Ends: Check Ending Time

- _____ p.m. on 25th of December
- _____ a.m. on 26th of December

Kwanza

Holiday: December 26/January 1

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.
- Timesharing schedule as follows:

Note: The last day of this holiday may conflict with New Year's and Winter Break selection.

- Dec. 26: Mother: _____ a.m. to _____ p.m. Father: _____ a.m. to _____ p.m.
- Dec. 27: Mother: _____ a.m. to _____ p.m. Father: _____ a.m. to _____ p.m.
- Dec. 28: Mother: _____ a.m. to _____ p.m. Father: _____ a.m. to _____ p.m.
- Dec. 29: Mother: _____ a.m. to _____ p.m. Father: _____ a.m. to _____ p.m.
- Dec. 30: Mother: _____ a.m. to _____ p.m. Father: _____ a.m. to _____ p.m.
- Dec. 31: Mother: _____ a.m. to _____ p.m. Father: _____ a.m. to _____ p.m.
- Jan. 01: Mother: _____ a.m. to _____ p.m. Father: _____ a.m. to _____ p.m.

New Year's

Holiday: December 31 /January 1

- The Mother Father shall have parenting contact for this holiday every year.
- During even numbered years, the Mother Father has parenting contact. The other parent has parenting contact in odd years.

Note: This holiday may conflict with the last day of Kwanza.

Begins: Check Beginning Time

- _____ a.m./ _____ pm New Year's Eve
- _____ a.m./ _____ p.m. New Year's Day

Ends: Check Ending Time

- _____ p.m. New Year's Day

Mother's Birthday

Specify Date: _____

Begins: Check Beginning Time

- _____ pm on Mother's Birthday

Ends: Check Ending Time

- _____ p.m. on Mother's Birthday
- _____ a.m. the day after the Mother's birthday or at the start of classes the day after the Mother's birthday

Father's Birthday

Specify Date: _____

Begins: Check Beginning Time

- _____ pm on Father's Birthday

Ends: Check Ending Time

- _____ p.m. on Father's Birthday
- _____ a.m. the day after the Father's birthday or at the start of classes the day after the Father's birthday

Child(ren)'s Birthday

Begins: _____ a.m. Child(ren)'s Birthday (Specify Child(ren)'s Name and Date)

_____ p.m. Child(ren)'s Birthday

Ends: Check Ending Time

_____ a.m. Child(ren)'s Birthday

_____ p.m. Child(ren)'s Birthday

_____ a.m. Child(ren)'s the day after the birthday

Other Significant Dates: _____

Begins: _____

Ends: _____

Other Significant Dates: _____

Begins: _____

Ends: _____

(The remainder of this page intentionally left blank.)

EASY REFERENCE CHART:

Write Father or Mother only in the periods that apply.

For specific days and times see above.

	Even Years	Odd Years	Every Year
Martin Luther King, Jr. Day			
Presidents' Day			
Good Friday - Easter			
Passover 1 st Night			
Passover 2 nd Night			
Passover Last Night			
Spring Break			
Memorial Day			
Mother's Day			
Father's Day			
Independence Day			
Labor Day			
Rosh Hashanah			
Yom Kippur			
Columbus Day			
Eid al-Fitr Day 1			
Eid al-Fitr Day 2			
Eid al-Fitr Day 3			
Eid al-Adha Day 1			
Eid al-Adha Day 2			
Eid al-Adha Day 3			
October 31st			
Thanksgiving			
Hanukkah Day 1			
Hanukkah Day 2			
Hanukkah Day 3			
Hanukkah Day 4			
Hanukkah Day 5			
Hanukkah Day 6			
Hanukkah Day 7			
Hanukkah Day 8			
Winter Break - A			
Winter Break - B			
Winter Break - C			
December 24 th			
December 25 th			
Kwanza Dec. 26 th			
Kwanza Dec. 27 th			
Kwanza Dec. 28 th			
Kwanza Dec. 29 th			
Kwanza Dec. 30 th			

Kwanza Dec. 31st			
Kwanza Jan. 1st			
New Year's Day			
Mother's Birthday			
Father's Birthday			
Child(ren)'s Birthday			
Child(ren)'s Birthday			
Child(ren)'s Birthday			
Child(ren)'s Birthday			
Child(ren)'s Birthday			
Other Holiday			
Other Holiday			

●DEFAULT HOLIDAY PLAN

IF THE PARTIES CANNOT AGREE THE FOLLOWING SHALL APPLY:

1. In Even Years Parent A shall have the child(ren) for the following holidays:

Christmas/Winter Holiday- Beginning at 9 a.m. on the day after school ends for seven (7) continuous days.

Thanksgiving Vacation- No time sharing.

Spring Break- Beginning at 9 a.m. on the day after school ends for seven continuous days.

Other Holidays- If there is one special religious holiday (other than Christmas) that falls into this category, contact shall take place from 7 p.m. the day before the holiday until 6 p.m. on the holiday. If there is more than one special religious holiday, the parents shall alternate and contact shall take place from 7 p.m. the day before the holiday until 6 p.m. on the holiday.

Parent A shall the child(ren) for Martin Luther King Jr. Day, Good Friday, 4th of July and October 31, beginning 9 a.m. on the day of the holiday until 9 a.m. the next day or until the time school begins, whichever is earliest.

The Parent B shall have the child(ren) for Presidents' Day, Memorial Day and Labor Day, beginning 9 a.m. on the day of the holiday until 9 a.m. the next day or until the time school begins, whichever is earliest.

2. In Odd Years Parent A shall have the child(ren) for the following holidays:

Christmas/Winter Holiday- Beginning at 9 a.m. on the seventh day after school ends for the holiday break, for seven (7) continuous days..

Thanksgiving Vacation- Beginning at 9 a.m. on the day after school ends until 6 p.m. on Sunday.

Spring Break- No contact.

Other Holidays- If there is one special religious holiday (other than Christmas) that falls into this category, contact shall take place from 7 p.m. the day before the holiday until 6 p.m. on the holiday. If there is more than one special religious holiday, the parents shall alternate and contact shall take place from 7 p.m. the day before the holiday until 6 p.m. on the holiday.

Parent B shall the child(ren) for Martin Luther King Jr. Day, Good Friday, 4th of July and October 31, beginning 9 a.m. on the day of the holiday until 9 a.m. the next day or until the time school begins, whichever is earliest.

Parent A shall have the child(ren) for Presidents' Day, Memorial Day and Labor Day, beginning 9 a.m. on the day of the holiday until 9 a.m. the next day or until the time school begins, whichever is earliest.

3. Every Year the Mother shall have the child(ren) on Mother's Day and the Father shall have the child(ren) on Father's Day. This holiday visit shall begin on Saturday at noon and end at 6 p.m. on Sunday.

17. SUMMER TIME SHARING

● The summer period is defined as starting on the last day of regularly scheduled classes of one school year and ending on the first day of regularly scheduled classes of the next school year.

- The parents will keep the ongoing parent contact schedule during summer breaks.
- The child(ren) shall spend the month of _____ with: *√ Check one.*
 - Parent A
 - Parent B
- The child(ren) shall spend the entire summer vacation, except for the first week and the last two weeks of vacation with: *√ Check one.*
 - Parent A
 - Parent B
- The child(ren) shall spend _____ weeks of summer vacation with: *√ Check one*
 - Parent A
 - Parent B

In order to have first choice, this Parent (*specify A or B*) _____ shall provide Parent (*specify A or B*) _____ a date schedule for the summer by April 15th of each year. Otherwise, Parent (*specify A or B*) _____ will have first choice.

- The parents have agreed upon the following summer contact schedule:

● Parents shall make alternate arrangements within two weeks after the summer school schedule is determined if the child(ren) must attend a summer academic program mandated by the child(ren)'s school district, as follows:

√ Check all that apply

- The child(ren) shall attend summer school in the same district where school is attended during the school year.
- The child(ren) shall attend summer school in (specify district) _____ school district so long as the child(ren)'s home school district approves it. It shall be the responsibility of Parent (*specify A or B*) _____ to secure approval from the home school district and enroll the child(ren) in summer school in their district prior to scheduling the child(ren)'s alternate summer contact. Parent (*specify A or B*) _____ shall provide the other parent with documentation establishing approval and enrollment if requested.
- If the child(ren) must attend summer school, and it limits either parent's contact time, the party who is negatively affected shall be entitled to make-up time over the next twelve months.

18. OPTIONAL TO CONSIDER

If the parents wish to add additional items to their parenting plan, please specify below:

For Example:

Names – Do the parents agree that only they are to be called “mother” or “father” or like names?

Driving – Do the parents agree at what age the child(ren) will drive (jet skies, cars, motorcycles, ATV's)?

Employment – Do the parents consent to, and agree as to what age, the child(ren) may be employed?

Passports- Do the parents agree the child(ren) can or cannot get a passport?

Images of the child(ren) –Are there any restrictions on the child(ren)'s images on internet sites, Myspace, Facebook, etc?

Cosmetic Surgery/Tattoos/Piercing/Body- Do the parents consent to these?

Extended Family – Do the parents want access for extended family members?

Special Events – Are there special family events that need to be agreed upon by the parents?

No Contact – Do the parents want to prevent the child's contact with any third parties?

A. Before _____
the parents must: Notify the other parent Agree Agree in Writing.

B. Before _____
the parents must: Notify the other parent Agree Agree in Writing.

C. Before _____
the parents must: Notify the other parent Agree Agree in Writing.

D. Before _____
the parents must: Notify the other parent Agree Agree in Writing.

E. Before _____
the parents must: Notify the other parent Agree Agree in Writing.

F. Before _____
the parents must: Notify the other parent Agree Agree in Writing.

G. Before _____
the parents must: Notify the other parent Agree Agree in Writing.

19. DEPENDENCY EXEMPTION

The dependency exemption for the minor child(ren) shall be assigned to:

- The Mother
- The Father
- The Mother in even numbered years, and the Father in odd number years
- The Father in even number years, and the Mother in odd number years
- Divided evenly between the Mother and the Father
- Other: _____

OTHER (Anything else you want to agree on. Include accommodations for a child's special needs, age, etc.)

INFORMATION SHARING

- Each parent shall keep the other informed of their current contact information (address, telephone and cell numbers) and inform the other of any change in writing within 3 days.
- Each parent shall provide the other parent with the contact information for the child’s school, sports, extracurricular and religious activities within 3 days of getting that information. Thereafter, it shall be the other parent’s responsibility to stay informed of the child’s events and activities.

This is part of a Court Order when attached to a signed Judgment. Each party has been put on notice that an intentional failure to follow the rules or a direct violation of this parenting plan is punishable through the contempt of powers of the court. In addition, if the violation poses an immediate threat to the child(ren), the specific parenting time may be stopped by the court. One parent’s failure to comply with the rules does not excuse the other party from following the rules.

PARENT INFORMATION

PRINT MOTHER’S NAME

STREET ADDRESS

CITY, STATE AND ZIP CODE

HOME PHONE

WORK PHONE

CELL PHONE

SUBSTITUTE PHONE NUMBER

SUBSTITUTE ADDRESS: CHECK BOX IF YOU HAVE WRITTEN SOMEONE ELSE’S ADDRESS BECAUSE YOU FEAR HARASSMENT OR HARM.

PRINT FATHER’S NAME

STREET ADDRESS

CITY, STATE AND ZIP CODE

HOME PHONE

WORK PHONE

CELL PHONE

SUBSTITUTE PHONE NUMBER

SUBSTITUTE ADDRESS: CHECK BOX IF YOU HAVE WRITTEN SOMEONE ELSE’S ADDRESS BECAUSE YOU FEAR HARASSMENT OR HARM.

By signing this Parenting Plan, I confirm that I have read all of the pages and any attachments, I understand it and I believe that it is in the best interest of my child(ren). I am freely and voluntarily entering into this Agreement and I request that the Judge approve it.

Date Signed: _____

Signature of Mother

Witness

Witness

STATE OF FLORIDA
COUNTY OF _____

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgements, _____ (MOTHER'S NAME), to me well known to be the person described in or who produced a Florida Driver's License as identification, who executed the foregoing Parenting Plan and acknowledged before me that she executed the same freely and voluntarily and for the purpose therein expressed. WITNESS my hand and official seal in the County and state last aforesaid this ____ day of _____, 2____.

Notary Seal:

Notary Signature: _____

By signing this Parenting Plan, I confirm that I have read all of the pages and any attachments, I understand it and I believe that it is in the best interest of my child(ren). I am freely and voluntarily entering into this Agreement and I request that the Judge approve it.

Date Signed: _____

Signature of Father

Witness

Witness

STATE OF FLORIDA
COUNTY OF _____

I HEREBY CERTIFY that on this day personally appeared before me, an officer duly authorized to administer oaths and take acknowledgements, _____ (FATHER'S NAME), to me well known to be the person described in or who produced a Florida Driver's License as identification, who executed the foregoing Parenting Plan and acknowledged before me that she executed the same freely and voluntarily and for the purpose therein expressed. WITNESS my hand and official seal in the County and state last aforesaid this ____ day of _____, 2____.

Notary Seal:

Notary Signature: _____