

**PARENT 1** \_\_\_\_\_

**PARENT 2** \_\_\_\_\_

*The parties shall determine which parent is Parent 1 and which is Parent 2 by filling in the names. If the parties do not make such determination, then the Court will determine the designation.*

**SCHEDULE A  
PARENTING TIME GUIDELINES  
FOR TRAVEL DISTANCES UNDER 150 MILES ONE WAY**

Parents are encouraged to agree on a fair, written parenting schedule that fits their circumstances, their children's lives and what is in their children's best interests. Infants and Toddlers often require different schedules which in its discretion, the Court may order. Go to the Court's website to find Appendix A of this court's rules for sample parenting schedules that are based on children's developmental milestones and best interests. These schedules have been created by experts in the field of child development and are available for your review and consideration to assist you in the creation of your own parenting schedule. Families do best when parents create their own schedules for their children.

The following schedule may serve as the Parenting Schedule when parents cannot agree. However, if parents do not agree on their own schedule, the final decision regarding allocation of parental rights and responsibilities and parenting time will be made by the Court and may not be as set out in this schedule. If this schedule is adopted, parents may change this schedule by agreement in the event of conflicting dates and times. However, parents should carefully review any court orders in their case as specific items in those orders will take precedence over this schedule. The court may make changes or modifications to this schedule as it determines in the best interests of your child(ren).

Each parent has a duty to facilitate and encourage the children to go to the parenting time with the other parent, and to follow the terms of the parenting schedule. Parents should make a firm effort to avoid confrontations or unpleasant scenes in front of the children when talking on the phone with the other parent or when exchanging the children for parenting time.

Parenting time for the parent with whom the child is not-then primarily residing shall be as follows:

1. Weekends: Alternate weekends from Friday at 6 p.m. until Sunday at 6 p.m.
2. Weekdays: One weekday evening per week. If the parties cannot agree as to the day and times, then it shall be Thursday from 6 p.m. until Friday morning when the child(ren) are delivered to school or a child care provider. When it is that parent's weekend with the children, unless otherwise agreed or ordered, the weekend shall extend from 6 p.m. Thursday through 6 p.m. Sunday.

Unless otherwise mutually agreed upon, the parent receiving the child(ren) for parenting time in the paragraph above, shall provide dinner for the child(ren).

If the non-residential parent’s schedule does not permit that parent to exercise over-night parenting time with the child on Thursday evenings, that parenting time shall be from 5:00 p.m. until 8:00 p.m. on Thursdays.

(This mid-week visit does not apply to the week-on, week-off summer schedule).

3. Holidays: Unless otherwise agreed, the parents shall alternate holidays on a yearly basis in accordance with the following schedule:

	<u>Even-Numbered Years</u>		<u>Odd-Numbered Years</u>
Martin Luther King Day	Parent 1	Parent 2	Sun.6 p.m.-Mon.6 p.m.
President’s Day	Parent 2	Parent 1	Sun.6 p.m.-Mon.6 p.m.
Easter	Parent 2	Parent 1	Sat.6 p.m.-Sun.6 p.m.
Memorial Day	Parent 1	Parent 2	Sun.6 p.m.-Mon.6 p.m.
July 4 <sup>th</sup>	Parent 2	Parent 1	7/4 10 a.m.-7/5 9 a.m.
Labor Day	Parent 1	Parent 2	Sun.6 p.m.-Mon.6 p.m.
Thanksgiving	Parent 2	Parent 1	Wed.6 p.m.-Fri. 6 p.m.
Christmas Eve	Parent 1	Parent 2	12/23 6 p.m.-12/24 9 p.m.
Christmas Day	Parent 2	Parent 1	12/24 9 p.m.-12/25 9 p.m.
New Years Eve Day	Parent 1	Parent 2	12/31 6 p.m.-1/1 6 p.m.

A holiday that falls on a weekend should be spent with the parent who is scheduled to have the child(ren) for that holiday. The rest of the weekend is to be spent with the parent who would normally have that weekend pursuant to Paragraph one above.

4. School Breaks

- A. Easter/Spring Break: Parent 2 will have Easter/Spring Break in the even numbered years and Parent 1 will have Easter/Spring Break in the odd numbered years. Alternate weekends and mid-week parenting time occurring during Easter/Spring Break are forfeited by the other parent and are not required to be made-up.
- B. Christmas/Winter School Break: Parent 1 will have Christmas/Winter School Break until December 24<sup>th</sup> at 9 p.m. in the even numbered years. Parent 2 will have from December 24<sup>th</sup> at 9 p.m. until the end of the break in even numbered years. In the odd years, the time periods will reverse. Alternate weekends and mid-week parenting time occurring during Christmas/Winter School Break are forfeited by the other parent and are not required to be made-up.

Breaks begin at 6 p.m. on the last day of school before the break and end at 6 p.m. the night before school resumes.

A holiday that falls during the Easter/Spring Break or Christmas/Winter Break shall be spent with the parent who is scheduled to have the child(ren) for that holiday as provided above. The rest of the break shall be spent with the parent who has that portion of the break for that year as provided above.

5. Other Days:

- A. Mother's Day and Father's Day shall be spent with the appropriate parent. The hours are as agreed, or 9 a.m. to 6 p.m. The rest of the weekend is spent with the parent who would normally have that weekend.
- B. Birthdays: In odd-numbered years, Parent 2 shall have all the children on each child's birthday from 6 to 9 p.m. In even-numbered years, Parent 1 shall have all the children on each child's birthday from 6 to 9 p.m.
- C. Other days of special meaning, such as religious holidays, should be decided together, written into the Court Order, and alternated as above.

6. Summer Vacation: Parents shall exercise summer parenting time in one week-on, one week-off increments beginning the first Friday after the last day of school. Each week shall begin on Friday at 6 p.m. until the following Friday at 6 p.m. Whichever parent had the children the weekend before school was out, the other parent shall start his or her parenting week on that Friday of the week school is out. This alternate parenting week schedule shall end on the last Friday before the week school starts.

Summer school, if necessary for a child to pass the next grade, must be attended. Each parent will be responsible for making sure the child attends classes during parenting time.

Mid-weekday visits with the other parent shall be suspended during the summer vacation unless otherwise mutually agreed upon by the parents. Child support obligations shall not be modified during summer parenting time.

7. Vacations: Each parent may arrange a vacation of up to two (2) weeks with the child(ren) per year. The two (2) weeks shall be nonconsecutive unless the parties otherwise mutually agree. If the vacation is during the summer when school is out, the vacationing parent shall arrange the vacation on a week when that parent is scheduled to have the child(ren), unless otherwise mutually agreed upon by the parties.

There will be no mid-week visit with the other parent during a vacation week.

Each parent must provide the other parent with destination, times of arrival and departure, method of travel, together with emergency telephone or contact numbers, if any extended vacation will be taken away from that parent's residence.

8. Transportation: The parent receiving the child(ren) for his or her parenting time is responsible for picking up the minor child(ren) from the other parent. If the parents mutually agree, they may meet for exchanges at a location half-way between their homes.
9. Waiting: Either parent shall immediately notify the other parent of any delay, as soon as he/she becomes aware of the delay. Parents are expected to act in good faith and shall consider all reasonable explanations for any delay in the pick-up of the minor child(ren) by the other parent. If a parent has failed to notify the other parent that he/she is going to be late, the parent with the child(ren) need not wait longer than 30 minutes past the required

pick-up time. Under those circumstances, the late parent may, at the discretion of the other parent, forfeit his/her parenting time. All parties are expected to make reasonable efforts to be prompt in the pick-up and return of the child(ren) during parenting time. Being habitually late, and/or not exercising parenting time with the child(ren), may not be in the children's best interests. Should a party be habitually late in either picking up the child(ren) for parenting time, and/or picking up the child(ren) at the end of parenting time, or habitually miss entire parenting time periods, appropriate relief may be granted by the Court as provided by law.

Any person transporting child(ren) must possess a valid driver's license and the child(ren) shall be properly restrained in the manner required by law during transportation.

10. Cancellations and Illnesses: If a child is ill, the parent with whom the child is then residing should give 24-hour notice of the illness, if possible, to the other parent so that appropriate plans can be made. Loss of parenting times because of sickness of a child and/or family emergencies, weather emergencies or similar problems, may be made up upon the request of the parent whose parenting time was cancelled. Said parent should notify the other parent in writing within thirty (30) days after the cancelled parenting time as to proposed arrangements for makeup time. Said makeup time shall be as agreed to by the parties. Each party should cooperate in good faith to assure the makeup time is achieved. All other cancellations result in forfeiture.
11. Extracurricular Activities/Sports: It is in the best interest of the child(ren), that they be encouraged to participate in extracurricular activities and sports. Each parent shall make reasonable efforts to assure that this continues. A parent shall not schedule extracurricular activities for the child(ren) during parenting times of the other parent without first consulting that parent. The final determination as to whether the child(ren) should attend the extracurricular activity during the parenting time shall be left up to the parent scheduled to have parenting time at the time of the activity. Each parent who encourages and enrolls the child(ren) in any extracurricular activity shall provide the other parent with notice of all the activities including schedules, if available, and the names and telephone numbers of the adult persons responsible for the activity, if available. If there is no written schedule, said parent shall orally or electronically provide the other parent with the information concerning the activity.
12. Intent to Relocate: If a parent intends to move, he/she shall immediately file a Notice of Intent to Relocate with the Court. The Court shall send a copy of the notice to the other parent. The Court may on the motion of the non-moving parent schedule a hearing to determine whether it is in the best interest of the minor child(ren) to modify the parenting orders. The non-moving parent shall, at a minimum, be entitled to parenting time in accordance with the Court's parenting time schedules for the applicable distance. Blank forms for Notice to Relocate are available on the Court's website.
13. Access to Records: Unless otherwise ordered, both parents shall have access to all records relating to the minor child(ren), including but not limited to medical and school records.

14. Parental Duties and Rights:

- A. Health Issues: Each parent shall notify each other of any health problems of the child(ren).
- B. Telephone Access: Both parents are encouraged to provide the other parent reasonable and flexible telephone access to the child(ren). The parent with whom the child(ren) are then residing or staying with must provide, at minimum, telephone communication between the child(ren) and other parent at least one time per week. If the parents do not otherwise agree as to that time, then it shall be 6 p.m. each Tuesday night for preschool through third grades and 9 p.m. each Tuesday for all others. Unless otherwise agreed or ordered, the calling party shall alternate (one week the call is initiated through Parent 1's telephone and the next week the call is initiated through Parent 2's telephone). Unless ordered by the Court, the child(ren)'s calls shall NOT be monitored.
- C. Current Address and Telephone Number: Each parent must keep the other parent and the Court informed of his or her current address and telephone number and any changes in said information.
- D. School Activities: Both parents have the right to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate. The parent receiving the grade card shall give a copy to the other parent within three (3) days of receipt.
- E. Use of Illegal Substances: During the parenting time, neither parent shall consume illegal substances.
- F. Cooperation: Each parent shall refrain from voicing criticism of the other parent, either in or out of the presence of the child(ren), and shall further do everything in his or her power to encourage others to refrain from similar conduct. Neither parent shall interrogate the child(ren) during or following the parenting time as a means to gather information regarding the other parent.
- G. Medications: If the child(ren) is/are prescribed medication that is to be administered during parenting time, the parent who has the medication shall provide the medication to the other parent along with clear instructions. That parent shall follow the instructions that are provided.
- H. Communication Between Parents: IT IS THE RESPONSIBILITY OF THE PARENTS, NOT THE CHILD(REN), TO MAKE ALL PARENTING TIME ARRANGEMENTS. Neither parent should communicate with child(ren) about the issue of parenting time, or future events or activities which conflict with the other parent's allotted times. It is not the responsibility of the child(ren) to mediate, or become involved in parental differences over parenting time periods, dates or activities. If parents have temporary difficulty communicating about either parenting time or the

needs of their child(ren), parents should not enlist the child(ren) to resolve the parents' inability to talk to each other.

15. Failure to Comply with a Court Order: Any of the responsibilities or rights outlined in this schedule may be enforced by the court upon the filing of the appropriate motion by either party. A parent may not withhold the rights of parenting time because the other parent does not obey a court order, for instance, to pay support, or medical bills, etc. Penalties for willful denial of parenting time include jail sentence and/or modification of parental rights. A parent may seek enforcement of periodic child support order by calling the Child Support Enforcement Agency.