

BASIC PARENTING PLAN
INSTRUCTIONS/WORKSHEET

Notice about these instructions:

These instructions are not a complete statement of the law and are not a substitute for the advice of an attorney. These instructions cover basic procedure for parenting plans in uncomplicated divorce or unmarried parent custody cases. If you have further questions about parenting plans, see the section **“What is a Parenting Plan and How Do I Use This Guide?”** in the Basic Parenting Plan Guide.

These instructions are provided in a “worksheet” format so that as you go through the instructions for the various sections of the parenting plan, you will be able to fill in information that can then be transferred to the final form.

For more information, including resource and referral information, consult the [Basic Parenting Plan Guide for Parents](#) and the [Safety Focused Parenting Plan Guide](#). Both of these guides have information about how to select a parenting plan that is best for you and your children, and give examples of parenting plans that you may wish to use. The guides also include information about where to get basic legal information and how to find an attorney, and each guide contains a separate resource list of books, videos, websites and services for children and adults going through divorce or custody proceedings.

If you live sixty miles or more from the other parent, you should consider using the [Long Distance Parenting Plan](#) form.

BEGIN:

If you will be filling in the form by hand, before you fill in any part of the Basic Parenting Plan, you should **make a copy of the blank form**. Save this copy for use when you are ready to fill out a final version of the Basic Parenting Plan to file with the Court.

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF _____

Petitioner _____)	CASE NO: _____
and)	
Respondent _____)	PARENTING PLAN (Exhibit 1)
<input type="checkbox"/> Co-Petitioner)	Proposed by: <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent
)	<input type="checkbox"/> Agreed upon by both parents
)	<input type="checkbox"/> Ordered by the Court

At the top of the page, fill in the name of the county where you will be filing your Basic Parenting Plan.

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 the person who starts the court case is the Petitioner. Check the box marked “Co-Petitioner” if the parents have agreed upon the terms of the parenting plan and you are filing together.

On the top right side of the page, enter your case number, if you have one. If the Parenting Plan you are submitting is agreed upon by both parents, check the box that says “Agreed upon by both parents.” Otherwise, check the box that says “Proposed by _____” and fill in the name of the parent who is proposing the Parenting Plan. The box marked “Ordered by the Court” is reserved for a judge to check.

IMPORTANT NOTICE: The terms of your Parenting Plan will affect your legal rights and responsibilities. You should consult the complete BASIC PARENTING PLAN GUIDE available at <http://www.ojd.state.or.us/familylaw> before filling out this form. You should consult an attorney or your caseworker before filing your Parenting Plan with the court.

1. GOALS FOR OUR CHILDREN

This plan is intended to ensure the children’s optimal development by providing continuity, stability and predictability for the children, while ensuring frequent and continued contact with each parent. Because a written plan cannot address every possible situation that might occur, the parents will implement this plan in a spirit of good faith and mutual cooperation. Parents are encouraged to re-evaluate this plan from time to time as their children’s needs change.

2. WHO OUR CHILDREN ARE (additional names are listed on an attached page)

Write down the full legal name (do not use nickname), date of birth, age, and sex (male or female) of each child of this relationship. If you have more than four children, check the box, write their information on a separate page and attach it to your Parenting Plan form.

Full Name	Date of Birth	Current age	Sex (check one)
_____	_____	_____	<input type="checkbox"/> M / <input type="checkbox"/> F
_____	_____	_____	<input type="checkbox"/> M / <input type="checkbox"/> F
_____	_____	_____	<input type="checkbox"/> M / <input type="checkbox"/> F
_____	_____	_____	<input type="checkbox"/> M / <input type="checkbox"/> F

3. WHAT THE WEEKLY SCHEDULE WILL BE

IMPORTANT: Your decisions about how much time your children will spend in the care of each parent will have important financial implications. This decision can affect how much child support a parent is responsible for, whether a parent can claim a tax dependency deduction, etc. To check the percentage of parenting time your schedule gives each parent, go to www.dcs.state.or.us/calculator/parenting_time

Parenting Time Schedule: Explain when your children will be in the care of each parent. You can use the blank calendar in the Basic Parenting Plan Guide (BPPG) to help you work out your schedule. For questions and tips that may help you decide on a parenting time schedule, see the section “How Do I Get Started?” in the BPPG. For information about the needs of different-aged children, and for sample parenting time schedules, see the age-specific sections of “What’s Best for My Child?” in the BPPG. For books or other resources about creating a parenting time schedule, see “Where Can I Learn More?” in the BPPG.

The parents acknowledge that they remain the children’s parents at all times. Each parent is responsible for providing the children with a quality experience and for acting in the children’s best interests.

3.1 For the purposes of describing the parenting time schedule, “**Parent A**” is the parent who the children stay with more than half the time, and “**Parent B**” is the parent who the children stay with less than half the time. If the parenting time is exactly even, it does not matter who is assigned which letter. In this document:

Parent A is (name) _____ Parent B is (name) _____

3.2 Weekday and Weekend Schedule:

We will follow the schedule set forth below

A. **Parent A** shall be responsible for the children's care:

- Whenever the children are not scheduled to be with Parent B.
- On the following days and times:

WEEKENDS: every every other other (specify) _____
from (day) _____ at __: __ .m. to (day) _____ at __: __ .m

WEEKDAYS: Specify day(s): _____ from __: __ .m to __: __ .m

OTHER: (specify) _____

B. **Parent B** shall be responsible for the children's care on the following days and times:

WEEKENDS: every every other other (specify) _____
from (day) _____ at __: __ .m. to (day) _____ at __: __ .m

WEEKDAYS: Specify day(s): _____ from __: __ .m to __: __ .m

OTHER: (specify) _____

Check the first box below if you want to describe a different parenting time schedule for any child. Check the second box below if you want to describe how the schedule will change over time as the children get older. You may complete and attach more than one Attachment 3.2(C) if needed.

There is a different parenting time schedule for the following children in Attachment 3.2(C):
(name) _____ (name) _____ (name) _____

There will be a different parenting time schedule when the children reach a certain age, and it is described in Attachment 3.2 (C).

4. WHAT THE VACATION AND HOLIDAY SCHEDULE WILL BE

4.1 Summer Schedule: (CHECK ONE) Check the first box if you want the schedule to stay the same over the summer. Check the second box if you want the schedule to stay the same, except for vacation time. Check the third box if you want to follow a schedule during the summer that is different from the school year, and then describe the summer schedule in the space below.

We will follow our weekday and weekend schedule during the summer. **(SKIP TO 4.2)**

We will follow our weekday and weekend schedule during the summer, except that each parent shall have the opportunity to spend ____ weeks of uninterrupted vacation time with the children each summer. We will confirm our vacation schedules in writing by the end of _____ each year. **(SKIP TO 4.2)**

We will follow a different parenting time schedule during the summer:

Parent A shall be responsible for the children's care

- At all times not specified in B below.
- On the following days and times:

WEEKENDS: every every other other (specify) _____
from (day) _____ at __: __ .m. to (day) _____ at __: __ .m

WEEKDAYS: Specify day(s): _____ from __: __ .m to __: __ .m

OTHER: (specify) _____

Parent B shall be responsible for the children's care on the following days and times:

WEEKENDS: every every other other (specify) _____
 from (day)_____ at __: __ .m. to (day) _____ at __: __ .m

WEEKDAYS: Specify day(s): _____ from __: __ .m to __: __ .m

OTHER: (specify) _____

4.2 School Breaks and Holiday Schedule: (CHECK ONE) Check the first box if you want to follow your weekday and weekend schedule during breaks and holidays, or if you want to work out special arrangements for each break and holiday as it arises. This option means that if you can't agree on special arrangements, you follow your weekday and weekend schedule. Check the second box if you want to follow a detailed holiday and school break schedule that you fill out below.

We will follow our **Weekday and Weekend Schedule** for all holidays and school breaks. If we choose to vary from the regular schedule for a holiday or break, we will follow the rules for temporary schedule changes in paragraph 4.4 below. **(SKIP TO 4.3)**

We will follow the **Detailed Holiday Schedule** below for any holiday or school break selected. If we want to make special plans for a specific holiday, we have placed a check mark (✓) next to that holiday. For the holidays we check, this schedule overrides the weekday and weekend schedule above. If we haven't checked a holiday, we will follow the weekday and weekend schedule above.

DETAILED HOLIDAY SCHEDULE

CHECK ONLY ONE BOX IN EACH COLUMN/ CHECK ONLY ONE BOX IN EACH COLUMN

✓	HOLIDAY	Parent A: _____ (same parent's name as in paragraph 3.1)	Parent B: _____ (same parent's name as in paragraph 3.1)
<input type="checkbox"/>	Spring Break	Begin day and time: _____ End day and time: _____ <input type="checkbox"/> Every Year <input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> (For School Aged Children) First half of the school Spring Break. <input type="checkbox"/> Other Plan: _____	Begin day and time: _____ End day and time: _____ <input type="checkbox"/> Every Year <input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> (For School Aged Children) Second half of the school Spring Break.
<input type="checkbox"/>	Mother's Day	<input type="checkbox"/> Our children shall spend the day with Mother every Mother's Day from 9 a.m. until 6 p.m. <input type="checkbox"/> Other Plan: _____	

✓	HOLIDAY	Parent A: _____ (same parent's name as in paragraph 3.1)	Parent B: _____ (same parent's name as in paragraph 3.1)
☐	Memorial Day / Weekend	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years ☐ Other Plan: _____	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years
☐	Father's Day	☐ Our children shall spend the day with Father every Father's Day from 9 a.m. until 6 p.m. ☐ Other Plan: _____	
☐	Fourth of July	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years ☐ Other Plan: _____	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years
☐	Labor Day / Weekend	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years ☐ Other Plan: _____	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years
☐	Thanksgiving Day/ Thanksgiving Break	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years ☐ Age Specific Plan. If our children are in different age groups, we will follow the plan for the ☐ youngest child ☐ oldest child. For children under age 3: From 9 a.m. until 6 p.m. on Thanksgiving Day in even years. For children age 3 and older: From 6 p.m. on Wednesday evening prior to Thanksgiving until 6 p.m. on the Sunday following Thanksgiving in even years. ☐ Other Plan: _____	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years ☐ Age Specific Plan. If our children are in different age groups, we will follow the plan for the ☐ youngest child ☐ oldest child. For children under age 3: From 9 a.m. until 6 p.m. on Thanksgiving Day in odd years. For children age 3 and older: From 6 p.m. on Wednesday evening prior to Thanksgiving until 6 p.m. on the Sunday following Thanksgiving in odd years.

✓	HOLIDAY	Parent A: _____ (same parent's name as in paragraph 3.1)	Parent B: _____ (same parent's name as in paragraph 3.1)
☐	Christmas/ Winter Break	Begin day and time: _____ End day and time: _____ <input type="checkbox"/> Every Year <input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Age Specific Plan. If our children are in different age groups, we will follow the plan for the <input type="checkbox"/> youngest child <input type="checkbox"/> oldest child. For children under age 1: From 9 a.m. until 6 p.m. on Dec. 24 th in odd years and from 9 a.m. until 6 p.m. on Dec. 25 th in even years. For children between 12 months and 36 months: From 6 p.m. on Dec. 24 th until 6 p.m. on Dec. 25 th in odd years and from 6 p.m. on Dec. 25 th until 6 p.m. on Dec. 26 th in even years. For children age 3 and older: From noon on the day after school ends until noon on Dec. 26 th in odd years and from noon on Dec 26 th until noon on the day before school resumes in even years. <input type="checkbox"/> Other Plan: _____ _____ _____	Begin day and time: _____ End day and time: _____ <input type="checkbox"/> Every Year <input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Age Specific Plan. If our children are in different age groups, we will follow the plan for the <input type="checkbox"/> youngest child <input type="checkbox"/> oldest child. For children under age 1: From 9 a.m. until 6 p.m. on Dec. 24 th in even years and from 9 a.m. until 6 p.m. on Dec. 25 th in odd years. For children between 12 months and 36 months: From 6 p.m. on Dec. 24 th until 6 p.m. on Dec. 25 th in even years. From 6 p.m. on Dec. 25 th until 6 p.m. on Dec. 26 th in odd years. For children age 3 and older: From noon on the day after school ends until noon on Dec. 26 th in even years and from noon on Dec 26 th until noon on the day before school resumes in odd years.
☐	New Year's Eve/New Year's Day (odd/even is based on New Year's Day)	Begin day and time: _____ End day and time: _____ <input type="checkbox"/> Every Year <input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Other Plan: _____ _____	Begin day and time: _____ End day and time: _____ <input type="checkbox"/> Every Year <input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years
☐	Children's birthdays	Begin day and time: _____ End day and time: _____ <input type="checkbox"/> Every Year <input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years <input type="checkbox"/> Other Plan: _____ _____	Begin day and time: _____ End day and time: _____ <input type="checkbox"/> Every Year <input type="checkbox"/> Odd Years <input type="checkbox"/> Even Years

✓	HOLIDAY	Parent A: _____ (same parent's name as in paragraph 3.1)	Parent B: _____ (same parent's name as in paragraph 3.1)
☐	All three-day weekends not listed above	(Federal holidays, school in service days, etc.) ☐ If a parent has our children on a weekend with an unspecified holiday or non-school day attached, the children shall be in that parent's care for the holiday or non-school day. ☐ Other Plan: _____ _____	
☐	Other holiday or day of significance to the family:	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years ☐ Other Plan: _____ _____	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years
☐	Other holiday or day of significance to the family:	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years ☐ Other Plan: _____ _____	Begin day and time: _____ End day and time: _____ ☐ Every Year ☐ Odd Years ☐ Even Years

4.3 Primary Residence. (CHECK ONE)

- Parent A's home shall be considered the "primary residence".
- Neither parent's home shall be considered the "primary residence".

4.4 Temporary Changes to Parenting Time. Temporary changes to the parenting time schedule may be made at any time if both parents agree ahead of time. **(CHECK ONE)**

- The parents may agree verbally to any temporary changes in the parenting time schedule.
- The parents must agree on temporary changes to the parenting time schedule in writing.

5. HOW WE WILL EXCHANGE OUR CHILDREN

5.1 Timeliness. Parents will arrive within _____ minutes of the time they are scheduled to be with the children. If an unavoidable delay occurs, the delayed parent shall contact the other parent immediately.

5.2 Exchange Point/Transportation. Unless otherwise agreed by the parties, exchange of the children will be: **(CHECK ONE)**

The home of the parent who is beginning his or her time with the children. The parent who is ending their time with the children shall be responsible for dropping them off at the other parent's home.
Drop off at Parent A's home shall be at the front door curbside other: _____.
Drop off at Parent B's home shall be at the front door curbside other: _____.

A neutral place as follows: _____.
The parents shall share responsibility for bringing the children to and from the exchange point.

Other: _____

Additional provisions: **(OPTIONAL—CHECK ALL THAT APPLY)**

If a parent starts his or her parenting time while the children are at school or in daycare, that parent shall pick the children up directly at the school or daycare. If the children are supposed to be at school or in day care at the end of a parent's scheduled parenting time, that parent shall drop the children off directly at the school or daycare.

If either parent is unable to provide transportation on a given occasion, he or she may designate one of the following individuals to do so: _____
_____. These individuals are known to the children.

Other: _____

5.3 Clothing & Medication. The parents shall have the children ready with the clothing they need and any necessary medications at the scheduled time of exchange. All clothing and medications that accompanied the children shall be returned with them to the other parent.

6. HOW WE WILL MAKE DECISIONS ABOUT OUR CHILDREN

IMPORTANT NOTICE: Your decision to select Joint or Sole Custody may have important legal consequences. You are strongly encouraged to consult with an attorney regarding these consequences before making your final decision about Joint or Sole Custody.

6.1 Day-to-Day Decisions. Each parent will make day-to-day decisions regarding the care and control of our children during the time they are caring for our children. This includes any emergency decisions affecting the health or safety of our children.

6.2 Major Decisions (Legal Custody). Major decisions include, but are not limited to, decisions about the children's residence, education, non-emergency health care, and religious training. **(CHECK ONE)**

Choose an arrangement for making "major decisions" including decisions about the children's education, non-emergency health care, and religious training. If both parents will share in the responsibility for making "major decisions", then check the box for **Joint Custody**. You can share responsibility in major decision making even though the children are not in the care of each parent an equal amount of the time. If you will not be sharing responsibility for major decisions, you need to decide which parent will have decision making authority, also called **Sole Custody**. You have the option to indicate whether the parent with Sole Custody will be required to talk to the other parent prior to making some or all "major decisions".

The parents have agreed to share in the responsibility for making major decisions about the children. This arrangement is known by the courts as **Joint Custody**.

_____ (**parent's name**) shall make major decisions about the children. This arrangement is known by the courts as **Sole Custody**.

(OPTIONAL)

- The custodial parent will **consult** (discuss) with the other parent:
- before making major decisions.
 - before making major decisions on these specific issues: _____

(OPTIONAL)

- The custodial parent will **notify** the other parent:
- before making major decisions.
 - before making major decisions on these specific issues: _____

Note: If this parenting plan is attached to a signed order or judgment of the court, the custody provisions in the plan should be consistent with what is in the judgment or order. In the event of a conflict, the custody designation in the signed order or judgment shall prevail.

6.3 Information Sharing. Unless there is a court order stating otherwise:

Both parents have equal rights to inspect and receive the children's school records, and both parents are encouraged to consult with school staff concerning the children's welfare and education. Both parents are encouraged to participate in and attend the children's school events.

Both parents have equal rights to inspect and receive governmental agency and law enforcement records concerning the children.

Both parents have equal rights to consult with any person who may provide care or treatment for the children and to inspect and receive the children's medical, dental and psychological records.

Each parent has a continuing responsibility to provide a residential, mailing, or contact address and contact telephone number to the other parent.

Each parent has a continuing responsibility to immediately notify the other parent of any emergency circumstances or substantial changes in the health of the children, including the children's medical needs.

7. HOW WE WILL COMMUNICATE ABOUT AND WITH OUR CHILDREN

7.1 Parent and Child Communication.

Both parents and children shall have the right to communicate by telephone, in writing or by e-mailing during reasonable hours without interference or monitoring by the other parent.

Rules for telephone, letters, e-mail or other parent and child communication: **(DESCRIBE)**

7.2 Parent to Parent Communication.

Rules for telephone, letters, e-mail or other parent-to-parent communication: **(DESCRIBE)**

8. FUTURE MOVES BY A PARENT. Unless there is a court order stating otherwise neither parent may move to a residence more than 60 miles further away from the other parent without giving the other parent days' notice of the change of residence and providing a copy of such notice to the court.

Additional rules about moving: **(DESCRIBE)**

9. OTHER PROVISIONS ON HOW WE WILL WORK TOGETHER FOR OUR CHILDREN

9.1 Children's Activities. Children are often involved in activities other than school, such as sports, clubs, music, religious organizations, and social activities. Both parents are encouraged to take part in non-school activities with their children during their parenting time. Non-school activities should not unreasonably interfere with either parent's schedule and parenting time. Non-school activities that may affect the other parent's schedule: **(CHECK ONE)**

Must be coordinated with the other parent.

Will be planned to occur primarily during one parent's scheduled parenting time.

Other: _____

9.2 Makeup and Missed Parenting Time.

If a child is so ill that the child is unable to spend time with a parent, there will be **no** make-up of parenting time **unless** the parents agree **(CHECK ONE)** in writing verbally

If a parent is unable to have the children during his or her scheduled parenting time for any reasons, there will be **no** make-up of parenting time **unless** the parents agree: **(CHECK ONE)** in writing verbally

9.3 Mutual Respect. The parents will not say things or knowingly allow others to say things in the presence of the children that would take away the children's love and respect for the other parent.

9.4 Alternate Care. These are our ground rules for babysitters, day care providers, and other caregivers: **(CHECK ALL THAT APPLY)**

We choose not to specify ground rules for alternate care.

If a parent is unable to be with the children during scheduled parenting time, the other parent shall be the first choice to provide of their care.

Only the following people may provide alternate care: _____

