

PARENTING PLAN GUIDELINES

As of August 28, 1998, section 452.310, RSMo, requires, “A party shall submit a proposed parenting plan at the time of filing of a motion to modify or a petition involving custody or visitation issues. A party shall submit a proposed parenting plan when filing the answer in such cases or within thirty days after service of a motion to modify.” The requirements for the proposed parenting plan are outlined in the same statutory section.

A parenting plan is intended to assist *parents* who are not living together in developing the ideal environment for their child(ren). When making arrangements for the child(ren), parents need to consider the child(ren)’s needs and interests above all else. Since every family is unique, parents are encouraged, whenever possible, to work together to develop a plan that they both agree will meet the best interests of their child(ren). When preparing the parenting plan, it is important to remember that specific information in the following four areas must be included:

- Custody and Visitation
- Decision-Making Rights and Responsibilities
- Dispute Resolution
- Expenses of the Child(ren).

To assist parents with providing all required information, a parenting plan form and instructions for completing the form are included with these guidelines. This form is intended for use by the child(ren)’s mother and father. Any other party, such as a grandparent, filing a motion to modify or a petition involving custody or visitation issues may wish to use this form for guidance in preparing his or her own plan to be submitted to the court.

Note: Instructions for completing the form are in **bold**. Statements which should be included in all parenting plans are marked with a checked box.

***This specific parenting plan form may be used for the proposed parenting plan,
but use of this specific form is not required.***



Judge or Division:	Case Number:
Petitioner:	<input type="checkbox"/> Proposed Parenting Plan of: <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Both Parties <input type="checkbox"/> Court Ordered Parenting Plan: (Court Use Only) <input type="checkbox"/> Temporary Order & Judgment <input type="checkbox"/> Final Judgment
Respondent:	
(Date File Stamp)	
Petitioner's Information (unless waived) Home Address:	Respondent's Information (unless waived) Home Address:
Home Phone Number:	Home Phone Number:

Parenting Plan

The following child(ren) were born to or adopted by the parties:

Name	Birth Date

Name	Birth Date

A. CUSTODY AND PARENTING TIME

1. CUSTODY: Specify who shall have legal and physical custody of all child(ren). Section 452.375 RSMo, provides the following definitions: **“Custody”** means joint legal custody, sole legal custody, joint physical custody or sole physical custody or any combination thereof. **“Joint legal custody”** means that the parents share the decision-making rights, responsibilities, and authority relating to the health, education and welfare of the child(ren), and unless allocated, apportioned, or decreed, the parents shall confer with one another in the exercise of decision-making rights, responsibilities and authority. **“Joint physical custody”** means an order awarding each of the parents significant, but not necessarily equal, periods of time during which the child(ren) reside with or are under the care and supervision of each of the parents. Joint physical custody shall be shared by the parents in such a way as to assure the child(ren) of frequent, continuing and meaningful contact with both parents.

Indicate the legal custody and physical custody arrangements for all child(ren). Complete a, b, c or d.

- a. Mother and Father shall have joint legal custody and joint physical custody of all children.
- b. Mother and Father shall have joint legal custody and Mother Father shall have sole physical custody of all children.
- c. Mother Father shall have sole legal custody and Mother and Father shall have joint physical custody of all children.
- d. Mother Father shall have sole legal custody and sole physical custody of all children.

Check box if there is a different legal custody and physical custody arrangement for any child. Complete a separate Attachment A for each child for whom there is a different legal custody or physical custody arrangement.

There are different legal custody and physical custody arrangements for the following child(ren) in
 Attachment A: _____, _____, _____ and _____.

2. PRIMARY RESIDENCE OF CHILD(REN): Indicate the residence of all child(ren). In situations of "joint legal custody and joint physical custody" or "sole legal custody and joint physical custody", the residence of one of the parents shall be designated as the address of the child(ren) for mailing and educational purposes (Section 452.375 RSMo).

Check one: Mother Father

NOTE: Neither parent shall move his or her residence or the residence of the child(ren) without giving 60 days written notice by certified mail, return receipt requested, to any party with custody or visitation rights. (Section 452.377 RSMo)

Check box if there is a different primary residence for any child. Complete a separate Attachment A for each child for whom there is a different primary residence.

There is a different primary residence for the following child(ren) in Attachment A:

_____, _____, _____ and _____.

3. PARENTING TIME: Children, whenever possible and appropriate, need to have frequent, continuing and meaningful contact with *both* parents. (Section 452.340.7 RSMo)

Complete the parenting time schedule for each parent. Make sure to include the beginning and ending days and times.

Example: The children will spend time with Father every Tuesday from 5 p.m. to 9 p.m. and the 1st and 4th weekends of each month from 6 p.m. on Friday to 7 p.m. on Sunday.

All children shall spend time with Mother on the following days and times: (For holidays and vacations see items 6 and 7.)

Weekends: every every other other (specify) _____

from _____ to _____.

Weekdays: specify days _____

from _____ to _____.

Other (specify) _____

All children shall spend time with Father on the following days and times: (For holidays and vacations see items 6 and 7.)

Weekends: every every other other (specify) _____

from _____ to _____.

Weekdays: specify days _____

From _____ to _____.

Other (specify) _____

Check box if there is a different parenting time schedule for any child. Complete a separate Attachment A for each child for whom there is a different parenting time schedule.

There is a different parenting time schedule for the following child(ren) in Attachment A.

_____, _____, _____ and _____.

4. EXCHANGES: State the location where exchange of all child(ren) shall occur at both the beginning and end of all scheduled parenting times, including weekdays, weekends, holidays and vacations.

Indicate where all child(ren) will be picked up and dropped off for both the start and end of the scheduled parenting times. Complete both "a" and "b" if there are school age child(ren). Complete only "b" when all child(ren) are not school age.

a. When school is in session:

Exchange of all child(ren) from Mother to Father shall occur at:

Residence of Mother Residence of Father School

Other Location (specify) _____
Address

Exchange of all child(ren) from Father to Mother shall occur at:

Residence of Mother Residence of Father School

Other Location (specify) _____
Address

b. When school is not in session or if all child(ren) are not school age:

Exchange of all child(ren) from Mother to Father shall occur at:

Residence of Mother Residence of Father

Other Location (specify) _____
Address

Exchange of all child(ren) from Father to Mother shall occur at:

Residence of Mother Residence of Father

Other Location (specify) _____
Address

If an exchange occurs at a location other than a parent's residence, the parent scheduled to have time with the child(ren) shall pick up and return the child(ren) to the specified location and the other parent shall be responsible for assuring the child(ren) are at the specified location for pick up, unless other arrangements are described:

_____.

Check box if there is a different exchange arrangement for any child. Complete a separate Attachment A for each child for whom there is a different exchange arrangement.

There are different exchange arrangements for the following child(ren) in Attachment A.

_____, _____, _____ and _____.

5. TRANSPORTATION: State who will be responsible for transporting all child(ren) between the parents and how any extraordinary transportation costs will be covered.

Example: Mother will be responsible for transportation of the children on the weekends, and Father will be responsible for transportation during the week and for all holiday and vacation times. Each parent will be responsible for his or her transportation costs.

Complete either "a" or "b".

Transportation arrangements for all child(ren) for all scheduled parenting times, including weekdays, weekends, holidays, and vacation times, shall be as follows:

- a. Mother Father shall be responsible for all transportation of the children, including cost.
b. Mother and Father shall share responsibility for transportation of the child(ren), including cost, as follows:
(describe) _____.

Complete "c" only if necessary. An example of an extraordinary cost might be airfare if one parent lives out-of-state.

- c. Extraordinary Transportation Costs (bus, taxi, train, airfare) shall be the responsibility of:
 Mother Father Shared: _____% Mother _____% Father

Complete "d" only if necessary and describe other arrangements.

Example: On the first Wednesday of each month, Grandmother, Mary Smith, will pick up David from the day care and take him to Father's residence. Father will be responsible for taking David back to Mother's residence at the end of the visit. Father will be responsible for all transportation costs.

- d. Other Transportation Arrangements: (describe) _____
_____.

Check box if there is a different transportation arrangement for any child. Complete a separate Attachment A for each child for whom there is a different transportation arrangement.

- There are different transportation arrangements for the following child(ren) in Attachment A.
_____, _____, _____ and _____.

6. HOLIDAY SCHEDULE: The holiday schedule allows each parent to share holidays and other special days with their child(ren).

a. Check each box that applies.

- Friday and Monday holidays include Saturday and Sunday.
- Holidays take precedence over regular parenting time.
- Holidays take precedence over vacations.
- If the scheduled holiday weekend causes either parent to lose his or her regular weekend time, the parent losing the regular weekend shall receive the other parent's next regular weekend. Then the original schedule will be followed so that each parent has two consecutive weekends.

Example: Labor Day is a Monday. It is Father's holiday and, as a result, the children will be with him for the three day weekend. If this is the scheduled weekend for the child(ren) to be with Mother, the child(ren) will now be with Mother for the following two weekends. The first weekend, which is Father's scheduled time, becomes Mother's make-up time; the second weekend is Mother's scheduled time. On the third weekend, the child(ren) will go with Father and the regular schedule will resume.

b. Complete chart by stating with which parent all child(ren) will spend each holiday. Be sure to include the start and end times. [See item 7, Vacation Schedule when completing Holiday Schedule]

Example:

Holiday	Even Years	Odd Years	Parenting Time	
			From:	To:
Memorial Day	Mother	Father	8 a.m.-7 p.m.	

Holiday	Even Years	Odd Years	Parenting Time	
			From:	To:
New Year's Eve				
New Year's Day				
Martin Luther King Day				
Presidents' Day				
Memorial Day				
Independence Day				
Labor Day				
Thanksgiving				
Christmas Eve				
Christmas Day				
Other Holidays (specify)				
Special Occasions (specify)				
Halloween				
Mother's Day				
Father's Day				
Mother's Birthday				
Father's Birthday				
Child's Birthday				

Check box if there is a different holiday schedule for any child. Complete a separate Attachment B for each child for whom there is a different holiday schedule.

- There are different holiday schedules for the following child(ren) in Attachment B:

_____, _____, _____ and _____.

7. VACATION SCHEDULE: The vacation schedule allows each parent to share vacation time with their child(ren). Each parent may have parenting time with the child(ren) during the following vacation periods: Winter, Spring, Thanksgiving, Summer and any other specified vacation period.

Each parent shall provide the other parent with a basic schedule, location and telephone numbers for emergency purposes when traveling out-of-town with the child(ren).

Complete either "a" or "b".

Complete "a" only if the parents have a specific vacation schedule which does not require prior notification.

Examples: Summer Vacation: Mother will have six weeks of vacation time with the children each summer as follows: the first two weeks of June, the last two weeks of July, and the first two weeks of August. The vacation period will begin at 7 p.m. on Friday and end at 5 p.m. on the following Sunday.

Spring vacation: Mother will have the children in odd years from 3 p.m. on the last day of school before the Spring Break until 7 p.m. on the last day of the Spring Break.

Complete "b" only if the parents will make specific arrangements at a later date and prior notification is required. If you complete "b", list the amount of vacation time (days or weeks) each parent shall have with the child(ren) for each vacation period and the date by which arrangements must be made between the parents for each period. To complete "b" proceed to next page and see item b.

Example: Winter vacation: The children shall spend 5 days with Mother and 9 days with Father. The parents will make arrangements for specific dates and times no later than November 1st of each year.

a. All children shall be with Mother during vacation periods as follows: [See item 6, Holiday Schedule when completing Vacation Schedule]

Winter: even years: From _____ to _____
date and time date and time

odd years: From _____ to _____
date and time date and time

Spring: even years: From _____ to _____
date and time date and time

odd years: From _____ to _____
date and time date and time

Summer: even years: From _____ to _____
date and time date and time

odd years: From _____ to _____
date and time date and time

Thanksgiving: even years: From _____ to _____
date and time date and time

odd years: From _____ to _____
date and time date and time

Other Vacation Time (describe): _____

even years: From _____ to _____
date and time date and time

odd years: From _____ to _____
date and time date and time

All children shall be with Father during vacation periods as follows: [See Item 6, Holiday Schedule when completing Vacation Schedule]

Winter: even years: From _____ to _____.
date and time date and time

odd years: From _____ to _____.
date and time date and time

Spring: even years: From _____ to _____.
date and time date and time

odd years: From _____ to _____.
date and time date and time

Summer: even years: From _____ to _____.
date and time date and time

odd years: From _____ to _____.
date and time date and time

Thanksgiving: even years: From _____ to _____.
date and time date and time

odd years: From _____ to _____.
date and time date and time

Other Vacation Time (describe): _____

even years: From _____ to _____.
date and time date and time

odd years: From _____ to _____.
date and time date and time

Check box if there is a different vacation schedule/arrangement for any child. Complete a separate Attachment B for each child for whom there is a different vacation schedule/arrangement.

There are different vacation schedules/arrangements for the following child(ren) in Attachment B:

_____, _____, _____ and _____.

NOTE: If you completed "a", go to item 8, Changes. Do not complete "b".

b. Each parent will have a specific number of days or weeks for each vacation period with all children. However, since it is not always possible for each parent to know in advance when he or she will be able to take a vacation period, the parents shall mutually schedule the arrangements and dates for these vacation periods as follows:

Winter: All child(ren) shall spend _____ (days) (weeks) with Mother and _____ (days) (weeks) with Father.
number number
The parents will make arrangements for specific dates and times no later than _____ of each year.
date

Spring: All child(ren) shall spend _____ (days) (weeks) with Mother and _____ (days) (weeks) with Father.
number number
The parents will make arrangements for specific dates and times no later than _____ of each year.
date

Summer: All child(ren) shall spend _____ (days) (weeks) with Mother and _____ (days) (weeks) with Father.
number number
The parents will make arrangements for specific dates and times no later than _____ of each year.
date

Thanksgiving: All child(ren) shall spend _____ (days) (weeks) with Mother and _____ (days) (weeks) with Father.
number number

The parents will make arrangements for specific dates and times no later than _____ of each year.
date

Other (describe): _____

All child(ren) shall spend _____ (days) (weeks) with Mother and _____ (days) (weeks) with Father.
number number

The parents will make arrangements for specific dates and times no later than _____ of each year.
date

Any vacation periods for which the parents do not make arrangements shall be scheduled as follows: **(Complete a and b)**

a. In even numbered years, Mother Father shall determine the length and beginning and ending times for the other parent's specified vacation time, and shall mail written notification of the scheduled arrangements to the other parent within _____ days of the scheduled vacation,
number

and

b. In odd numbered years, Mother Father shall determine the length and beginning and ending times for the other parent's specified vacation time, and shall mail written notification of the scheduled arrangements to the other parent within _____ days of the scheduled vacation.
number

Check box if there is a different vacation schedule/arrangement for any child. Complete a separate Attachment B for each child for whom there is a different vacation schedule/arrangement.

There are different vacation schedules/arrangements for the following child(ren) in Attachment B:

_____, _____, _____ and _____.

8. CHANGES: The parents' schedules and commitments may require occasional changes in the parenting time schedule. Parents shall attempt to agree on any changes, but the parent receiving a request for a change shall have the final decision on whether the change shall occur. **Complete a, b, c, d, and e, if applicable.**

a. The parent making the request may make such request **(check all that apply)**:

in person by phone in writing to the other parent other (specify) _____

b. The request for change shall be made no later than:

24 hours one week two weeks other (specify) _____

prior to date of the requested change.

c. The parent receiving the request shall respond no later than:

24 hours one week two weeks other (specify) _____

after receiving the requested change.

d. The response to the request may be made **(check all that apply)**:

in person by phone in writing to the other parent other (specify) _____

e. Any parent requesting a change of schedule shall be responsible for any additional child care or transportation costs resulting from the change.

Mother and Father shall cooperate to allow the children to meet their school and social commitments.

9. TELEPHONE CONTACTS: Each parent shall have reasonable access to all child(ren) by telephone during any period in which the child(ren) are with the other parent, unless specified below:

Complete this section only if restrictions on non-emergency telephone contact are necessary.

Mother

Father

Day(s) and Time(s) for phone calls: _____

Day(s) and Time(s) for phone calls: _____

Restrictions _____

Restrictions: _____

10. SPECIAL NEEDS (If applicable): Provide this information only if there are special needs, such as supervised visits, supervised exchanges, or other restrictions necessary to assure the safety and well being of all child(ren).

Complete this section only if necessary.

If "a" is completed, "b" must be completed. In "a" state how often the supervised visits will be held and the length of visits, and in "b" state who will supervise the visits and where the visits will take place.

Example: Mother will have supervised visits twice a week. Each visit will last four hours. Aunt Mary Smith will supervise the visits in her home.

In "c" include who will supervise at the exchange for both the beginning and end of the visit.

If "a" or "c" is completed, "d" must be completed.

Complete "e" only if there are other restrictions related to persons the child(ren) should not have contact with or places where the child(ren) should not be taken, and state the restrictions.

a. Mother Father shall have supervised visits with the child(ren).

How often visits will be held: (specify) _____

Length of visits: (specify) _____

b. Visits shall be supervised by a mutually agreed upon third party professional person/agency

Name: (specify) _____

Location: (specify) _____

c. Exchanges of all child(ren) shall be supervised by a mutually agreed upon third party or professional agency or person. Specify agency or person:

for beginning of visit _____

for end of visit _____

d. State the reasons for the restriction(s) listed in "a" or "c": _____

e. Other restrictions: (describe and state reasons for restrictions) _____

B. DECISION-MAKING RIGHTS AND RESPONSIBILITIES

Section 452.375 RSMo, provides that "...it is the public policy of this state to encourage parents to participate in decisions affecting the health, education and welfare of their children, and to resolve disputes involving their children amicably through alternative dispute resolution."

Section 452.375 RSMo, provides that "If the parent without custody has been granted restricted or supervised visitation because the court has found that the parent with custody or the child has been the victim of domestic violence, as defined in Section 455.200 RSMo, by the parent without custody, the court may order that the reports and records made available pursuant to this subsection not include the address of the parent with custody of the child."

Check each box that applies.

- All reports and records made available to Mother Father shall not include the address of the other spouse.
 - Each parent shall make decisions regarding the day-to-day care and control of each child while the child is with that parent. Regardless of the decision-making responsibilities stated in this parenting plan, either parent may make emergency decisions affecting the health or safety of the child(ren).
 - Each parent shall have access to medical and school records pertaining to the child(ren) and be permitted to independently consult with any and all professionals involved with the child(ren). The parents shall cooperate with each other in sharing information related to the health, education and welfare of the child(ren).
 - Each parent shall be responsible for getting records and reports directly from school and medical care providers.
1. **DECISION-MAKING:** Parents should attempt to share responsibility for making all major decisions regarding each child. If not shared, explain the reason and which parent will be responsible for the decision. Include how decisions will be made and information shared on all aspects of the child(ren)'s lives, including, but not necessarily limited to, education, health care, child care and extracurricular activities.

Major decisions regarding the child(ren) may be shared. If not shared, check the responsible party and indicate reason why.

Decision Making Rights and Responsibilities	Shared	If not shared, reason why	Person Responsible	
			Mother	Father
Education (what school the child(ren) will attend, entry into special classes)				
Medical (medical procedures needed, medications to be taken, mental health treatment decisions)				
Dental (procedures needed, including orthodontics)				
Selection of Health Care Providers (doctor, hospital, therapist and psychiatrists)				
Selection of Child Care Providers When with Mother				
	When with Father			
Extracurricular Activities (what the child(ren) will participate in when these activities involve each person's parenting time)				
Religious Upbringing				
Other (specify)				

2. COMMUNICATION: Parents need to communicate information to each other concerning the child(ren)'s needs and performances in different areas, including educational and medical information, and the children's activities.

Each parent shall inform the other parent as soon as possible of all school, sporting and other special activity notices and cooperate in the child(ren)'s consistent attendance at such events.

Each parent shall always keep the other parent informed of his or her actual residence address, mailing address if different, home and work telephone numbers and any changes within _____ hours of such change occurring.
number

(Exception to this is defined in Section 452.375 RSMo)

Neither parent shall say or do anything in the presence or hearing of the child(ren) that would in any way diminish the child(ren)'s love or affection for the other parent and shall not allow others to do so.

All court related and financial communications between the parents shall occur at a time when the child(ren) are not present and, therefore, shall not occur at times of exchanges of the child(ren) or during telephone visits with the child(ren).

Neither parent shall schedule activities for the child(ren) during the other parent's scheduled parenting time without the other parent's prior agreement, with the following exceptions:
 _____ (indicate if **none**).

The method by which information is communicated should be stated here. Check acceptable methods of communication. If all apply, check all boxes.

Type of Information	Personal Contact	Telephone	U.S. Mail	Other
School and Day Care (knowledge of progress or problems in school and day care)				
Medical and Dental (concerning the child(ren)'s medical and dental care)				
Extracurricular Activities				
Appropriate Telephone Numbers (persons caring for the child(ren), numbers at locations that are deemed appropriate in case the parent needs to reach the child(ren).				
Other (specify)				

C. DISPUTE RESOLUTION

State how the parents will resolve any matters on which they disagree or which involve interpreting the parenting plan. Parents should attempt to solve these disputes through mutual discussion. If that fails, parents can seek assistance through a neutral party, such as professional counselor or trained mediator. Parents are encouraged to use the court as a last resort.

Complete either “1” or “2”.

1. Parents shall attempt to resolve any matters on which they disagree or which involve interpreting the parenting plan through the following alternative dispute resolution process prior to any court action:
 - a. Counseling by _____; or
 Mediation by _____; or
 Other (specify) _____
 - b. The cost of this process shall be allocated between the parties as follows:
 _____% Mother _____% Father; or
 based on each party’s proportional share of income; or
 as determined in the dispute resolution process
 - c. The process shall be started by notifying the other party by:
 written request certified mail other (specify) _____
2. All matters on which the parents disagree or which involve interpreting the parenting plan and for which the court has authority to act shall be resolved through appropriate court action.

D. EXPENSES OF THE CHILD

Expenses of the child(ren) are the responsibility of both parents. The parenting plan must state who will pay child support and include the amount of child support to be paid by that parent. Section 452.340 RSMo, and Missouri Supreme Court Rule 88.01 should be referred to before determining the amount of child support. Also, if other expenses, such as child care, educational, medical, dental and other extraordinary expenses of the child(ren), are not included in the child support amount, the parenting plan must state by whom these expenses will be paid.

Complete “a” by stating the amount and how often child support will be paid by the named parent.

Example: Father will pay to Mother \$100 per month for support of the minor child(ren).

- a. The amount of child support to be paid by Mother Father

to the other parent is as follows: (describe) _____

Complete “b” only if one or more of the listed expenses is not included in the child support amount. Many times expenses will change in amount or the amount is unknown. It may be appropriate, therefore, to list either the dollar amount of the expense to be paid by each parent or a percentage of that expense to be paid by each parent. If it is intended that one parent will pay the entire expense, use 100% in the box to indicate that amount.

- b. Expenses not included in the stated child support amount shall be paid as follows:

Expense (specify)	Mother - amount or %	Father – amount or %
Health Insurance Coverage		
Medical (including co-pays)		
Dental (such as braces, crowns)		
Vision (such as eyeglasses, contacts)		
Psychological (counseling, therapy)		
Other Health Care (list)		
Educational (tuition, books, fees)		
Childcare (work-related)		
Extraordinary Expenses (music lessons, sports equipment, car insurance)		

E. ADDITIONAL ITEMS:

Signature of Petitioner date

Signature of Respondent date

Counsel for Petitioner (if applicable) date

Counsel for Respondent (if applicable) date

Guardian ad litem (if applicable) date

“Absent exigent circumstances as determined by a court with jurisdiction, you, as a party to this action, are ordered to notify, in writing by certified mail, return receipt requested, and at least sixty days prior to the proposed relocation, each party to this action of any proposed relocation of the principal residence of the child, including the following information:

- (1) The intended new residence, including the specific address and mailing address, if known, and if not known, the city;
- (2) The home telephone number of the new residence, if known;
- (3) The date of the intended move or proposed relocation;
- (4) A brief statement of the specific reasons for the proposed relocation of the child; and
- (5) A proposal for a revised schedule of custody or visitation with the child.

Your obligation to provide this information to each party continues as long as you or any other party by virtue of this order is entitled to custody of a child covered by this order. Your failure to obey the order of this court regarding the proposed relocation may result in further litigation to enforce such order, including contempt of court. In addition, your failure to notify a party of a relocation of the child may be considered in a proceeding to modify custody or visitation with the child. Reasonable costs and attorney fees may be assessed against you if you fail to give the required notice.”

SO ORDERED

_____ date

_____ Judge's Signature