

A parenting plan worksheet works best when it gives parents structure, clarity, and a calm, child-focused way to think through decisions. This version is designed for clients of **The Cape Town Divorce and Family Law Studio** and can be completed during consultations or at home.

PARENTING PLAN WORKSHEET

A guided, child-focused tool for creating a stable co-parenting arrangement.

1. Family Information

Parent Details

Parent 1:

Name: _____

Phone: _____

Email: _____

Parent 2:

Name: _____

Phone: _____

Email: _____

Children's Details

Child 1: _____ Age: _____

Child 2: _____ Age: _____

Child 3: _____ Age: _____

Any special needs, medical conditions, or important notes about your children:

2. Parental Responsibilities & Rights

Decision-Making

Who will make major decisions about the following?

- **Education:** Joint Parent 1 Parent 2
- **Medical care:** Joint Parent 1 Parent 2

- **Religion:** Joint Parent 1 Parent 2
- **Extramural activities:** Joint Parent 1 Parent 2
- **Travel & passports:** Joint Parent 1 Parent 2

Notes on how decisions will be discussed and agreed upon:

3. Primary Residence

Where will the children primarily live?

- With Parent 1
- With Parent 2
- Shared residence (explain below)

If shared, describe the arrangement:

4. Contact Schedule

Weekly Routine

Describe the regular weekly schedule (e.g., Monday–Thursday with Parent 1, weekends with Parent 2):

Alternate Weeks (if applicable)

Holidays & Special Days

Indicate how holidays will be shared:

- **School holidays:** _____
- **Christmas/Religious holidays:** _____
- **Birthdays (children):** _____

- Birthdays (parents): _____
 - Mother's Day/Father's Day: _____
 - Public holidays: _____
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5. Transport & Handovers

Transport Responsibilities

Who will handle drop-offs and pick-ups?

Handovers

Preferred handover location:

Guidelines to keep transitions calm and child-focused:

6. Communication Between Parents

Preferred Communication Method

- WhatsApp
- Email
- Co-parenting app
- Other: _____

Communication Guidelines

What boundaries or rules should apply?

(e.g., respond within 24 hours, no late-night messages, factual tone)

7. Communication With Children

How will children communicate with the other parent when not in their care?
(e.g., daily call, video call twice a week, open communication)

Any boundaries needed?

8. Schooling & Education

School Information

Current school(s): _____

School Responsibilities

Who will:

- Attend parent-teacher meetings? _____
- Receive school reports? _____
- Handle school admin? _____

Homework & Academic Support

9. Medical Care

Medical Aid

Medical aid provider: _____

Main member: _____

Medical Decisions

How will medical decisions be made?

Emergency Protocol

10. Extramural Activities

List children's activities and who is responsible for transport, fees, and attendance:

11. Financial Arrangements

Child Maintenance

Monthly maintenance amount (if agreed): R_____

Who will pay for:

- School fees: _____
- Medical aid: _____
- Extramurals: _____
- Clothing: _____
- Transport: _____
- Other expenses: _____

Notes on how unexpected expenses will be handled:

12. Conflict Resolution

Dispute Resolution Method

- Direct discussion
- Mediation
- Parenting coordinator
- Attorney-assisted negotiation

When should a parenting coordinator or mediator be involved?

High-Conflict Safeguards

(e.g., written communication only, no discussions at handovers)

13. Child-Focused Commitments

Each parent writes a short commitment to the children:

Parent 1's Commitment:

Parent 2's Commitment:

14. Review & Updates

How often will the parenting plan be reviewed?

- Every 6 months
 - Annually
 - As needed
 - Other: _____
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15. Final Notes

Anything else you want included in your parenting plan:
