

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE D**

(Long Distance* Parenting Time Schedule)

Please review the Instruction Sheet prior to completing this document.

Pursuant to Ohio Revised Code §3109.04, the court must consider the best interest of the child when establishing a parenting order. It is generally in the best interest of the child(ren) to enjoy a continued meaningful relationship and companionship with both parents.

***Long distance is defined as four (4) hour or more one-way driving time between the residence of the parents.**

No parent is authorized to make parenting time arrangements or modify ordered parenting time directly with the child(ren). The parents must personally discuss any issues or conflicts involving parenting time directly without involving the child(ren).

The following provisions are for school aged children (beginning in kindergarten). Any other schedules and arrangements must be made by agreement of the parties in writing.

THIS SCHEDULE IS DESIGNED AS A WORKSHEET. YOU MUST FILL IN THE BLANKS AND APPROPRIATE CHECKBOXES THROUGHOUT.

Instructions: Designate the Residential Parent and Non-Residential Parent in the blanks below.

PARENT 1: _____

(RESIDENTIAL PARENT)

PARENT 2: _____

(NON-RESIDENTIAL PARENT)

Parenting time between the child(ren) and parents may take place at such times as the parents may agree, however, absent agreement of the parents to the contrary, each parent shall follow these following schedule:

I. LONG DISTANCE PARENTING TIME

A. SUMMER PARENTING TIME:

Parent 2 shall be entitled to eight (8) weeks of parenting time with the child(ren) during the traditional summer school vacation months of June, July, and August.

Unless otherwise agreed, this parenting time may occur in blocks of time of up to three consecutive (3) weeks with a minimum of one (1) week between blocks Parent 2 shall provide advance written notice of intent to exercise this parenting time on or before **April 1st** of each year. This notice shall be for all weeks the nonresidential parent intends to utilize for parenting time. Parent 2's choice of summer parenting time dates has priority over Parent 1's choice.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

Summer school necessary for the child(ren) to pass to the next grade, or as recommended by the appropriate school official, must be attended, and official notice of such requirement must be shared between the parents. Both parents shall be responsible to make sure that the child(ren) attend(s) summer school during their parenting time.

As soon as Parent 1 is aware of the necessity or recommendation of summer school for a child, Parent 1 shall notify Parent 2 in writing of the dates of summer school.

In the event that the dates of summer school are received after Parent 2 has selected his or her summer parenting time dates, Parent 2 shall have fourteen (14) days to reschedule his or her parenting time and provide notice to Parent 1 of the newly selected dates. If Parent 2 does not reschedule within that timeframe, the originally selected dates shall stand and Parent 2 shall be responsible for ensuring the child attends all summer classes that fall within his or her parenting time (regardless of travel plans). The intent of this paragraph is to ensure the child's education is first priority for both parents.

Each parent must provide the other parent with written notification of the destination, general itinerary, contact information, times of arrival, departure, and method of transport if the vacation will be outside Parent 2's state of residence, or if the travel will be for greater than twenty-four (24) hours.

B. WINTER BREAK PARENTING TIME:

Parent 2 shall be entitled to half of winter break.

Winter break is defined as beginning at 6:00 PM the evening Winter Break commences and conclude at 7:00 PM the evening before school resumes. To calculate half, parents shall count the number of DAYS (not nights) included within that time period. If there is an odd number of days, Parent 2 is entitled to the extra day.

In even-numbered years, Parent 2 shall have first choice and provide written notice to the other parent of which half they intend to exercise by November 15th.

In odd-numbered years, Parent 1 shall have first choice and provide written notice to the other parent of which half they intend to exercise by November 15th.

Unless holidays are otherwise designated herein or within the parent's parenting plan submitted to and adopted by the Court, each parent is entitled to the holidays that fall within that parent's chosen half of Winter Break.

C. SPRING BREAK PARENTING TIME:

Parent 2 is entitled to Spring Break from school every year.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

Spring Break is defined as beginning at 6:00 PM the evening school recesses and concluding at 7:00 PM the evening before school resumes.

Parent 2's Spring Break parenting time may encompass Easter Sunday only in even-numbered years. In odd-numbered years, Spring Break for Parent 2 shall conclude at 7:00 PM the Saturday before Easter Sunday to allow Parent 1 to celebrate Easter with the child(ren).

Notice of intent to exercise Spring Break parenting time shall be provided in writing by Parent 2 at least thirty (30) days in advance. If travel away from the child's residence with either parent is to occur, the traveling parent shall provide the other parent with written notification of the destination, times of arrival, departure, and method of transport if the vacation will be outside both parents' state of residence or if the travel will be for greater than twenty-four (24) hours.

D. PARENTING TIME OVER LONG WEEKENDS FROM SCHOOL:

During the school year, Parent 2 is entitled to no more than one long-weekend per month. Long weekends are defined as a weekend wherein the child has a scheduled Monday or Friday off of school according to the published school calendar. Weekends shall begin at 6:00 PM the evening school recesses for the long weekend and conclude at 7:00 PM the evening before school resumes. Parent 2 is fully responsible for all transportation associated with the exercise of such parenting time and shall schedule such weekends with consideration to the child's previously scheduled activities. Parent 2 must provide at least thirty (30) days' advanced written notice to Parent 1 of intent to exercise this time.

E. PARENTING TIME WHILE IN CHILD(REN)'S COUNTY OF RESIDENCE:

Parent 2 is entitled to reasonable parenting time at such times as the parent may return to the child(ren)'s county of residence, taking into consideration the child(ren)'s preexisting schedule and shall provide advance written notice to Parent 1 five (5) days prior to exercising such parenting time. The notice shall include dates and times upon which Parent 2 is requesting parenting time. Parenting time shall occur in a manner appropriate to the child's age and development.

II. WHEN NON-RESIDENTIAL PARENT IS LOCAL

These rules apply wherever applicable.

A. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME

1. Mother's Day and Father's Day: Unless otherwise specifically agreed upon or ordered by the court, Mother's Day and Father's Day shall be spent with the appropriate parent. Unless the parents agree otherwise, the parenting time shall be from 9:00 A.M. to 8:00 P.M. The child(ren) shall spend the rest of the weekend with the parent who would

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

otherwise be entitled to companionship that weekend.

With regard to same sex parents, the following shall apply herein:

Every even numbered year, Parent 1 shall spend Mother's Day with the child(ren) and Parent 2 shall spend Father's Day with the child(ren).

Every odd numbered year, Parent 1 shall spend Father's Day with the child(ren) and Parent 2 shall spend Mother's Day with the child(ren).

2. **Child's Birthday:** A child's birthday shall be spent with Parent 1 in even-numbered years and Parent 2 in odd-numbered years. Unless otherwise agreed, the parenting time shall be 9:00 AM to 8:00 P.M. for a child not in school on the child's birthday and 5 p.m. to 8 p.m. for a child in school on the child's birthday. The other parent may celebrate on another date. The child's birthday is to be spent with the designated parent, even if the other parent is entitled to weekend, midweek, holiday, or vacation with the child. Siblings shall be permitted to participate at the exercising parent's discretion.
3. **School Days Off:** Unless otherwise ordered by the court or previously agreed to in writing, sixty (60) days prior to the commencement of the new school year, the parents shall share the school calendar and any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.
4. **General Holiday Parenting Time:** Parents are encouraged to modify holiday parenting time by agreement to reflect the customs and traditions of their family. Parents who want to change the agreement for a holiday must provide at least two (2) weeks' advance written notice in order to observe family or religious traditions. *Any days of special meaning, such as religious holidays, not mentioned below should be discussed and written into the court order.*

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

If not changed by agreement, holiday times are as follows:

Parents should check the box if they intend to use the provided schedule for that holiday.

B. HOLIDAY PARENTING TIME, BEGINNING AT AGE 12 MONTHS:

HOLIDAY	EVEN #'D YEARS	ODD #'D YEARS	DAYS AND TIMES
<input type="checkbox"/> 1. Martin Luther King Day	Parent 1	Parent 2	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 2. President's Day	Parent 1	Parent 2	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 3. Easter Sunday	Parent 2	Parent 1	8:00 a.m. to 7:00 p.m.
<input type="checkbox"/> 4. Spring Break*	Parent 2	Parent 2	5:30 p.m. day school ends to 7:00 p.m. day before school begins
<input type="checkbox"/> 5. Memorial Day	Parent 1	Parent 2	5:30 p.m. Friday preceding to Monday at 7:00 p.m.
<input type="checkbox"/> 6. 4 th of July	Parent 2	Parent 1	5:30 p.m. 07/03 to 11:00 p.m. 07/04
<input type="checkbox"/> 7. Labor Day	Parent 1	Parent 2	5:30 p.m. Friday preceding to Monday at 7:00 p.m.
<input type="checkbox"/> 8. Halloween	Parent 2	Parent 1	4 hours on trick or treat day/night or in each neighborhood
<input type="checkbox"/> 9. Thanksgiving*	Parent 2 Parent 1	Parent 1 Parent 2	5:30 p.m. Wed. to Fri. @ 7:00 p.m. 7:00 p.m. Fri. to Sun. @ 7:00 p.m.
<input type="checkbox"/> 10. Christmas Eve	Parent 2	Parent 1	8:00 a.m. 12/24 to 10:00 p.m.
<input type="checkbox"/> 11. Christmas Day	Parent 1	Parent 2	10:00 p.m. 12/24 to 7:00 p.m. 12/25
<input type="checkbox"/> 12. New Year's Eve	Parent 2	Parent 1	5:30 p.m. 12/31 to 7:00 p.m. 01/01

*(or as the parents may otherwise agree in writing)

*(or as the parents may otherwise agree in writing)

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

G. FAMILY-SPECIFIC DAYS OF SPECIAL MEANING

Parents are encouraged to write down any particular holidays or other occasions that have a special meaning which are not included in the General Holiday Parenting Time schedule provided (*such occasions may include family reunions, annual vacations, and religious holidays*).

OCCASION	EVEN #'D YEARS	ODD #'D YEARS	DAYS AND TIMES
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

III. RULES GOVERNING PARENTING TIME

These rules apply wherever applicable.

No parent is authorized to make parenting time arrangements or modify court ordered parenting time directly with the child(ren). The parents must personally discuss any issues or conflicts involving parenting time without involving the child(ren).

Parents are encouraged to work together to establish rules and guidelines that make the companionship time beneficial for both parents and the child(ren). Unless otherwise agreed upon between the parents, the following Rules Governing Parenting Time shall apply:

A. Conflicting Schedules / Order of priority:

In the event that there exists any conflict between parenting time schedules, the following is the order of priority:

- First priority: Parent 2's designated long-distance parenting time schedule;
- Second priority: Holidays and Days of Special Meaning, including Family Specific Days;
- Third priority: Vacation periods or extended parenting times;
- Fourth priority: Ordinary parenting times.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

B. Exchanges and Transportation

If school is in session then pick up time shall be after school. Otherwise, pick up time will be 5:30 p.m. Parenting time begins at the pick up time. Both parents shall be entitled to pick up the child(ren) at the conclusion of the school day on his or her designated parenting day.

Parents are expected to be prompt for all parenting time exchanges. If a parent is going to be late, that parent must contact the other parent and give a reasonable estimated arrival time. Unless otherwise agreed or ordered by the Court, the parent completing his or her parenting time shall be responsible for taking the children to the exchange location and shall not be required to wait longer than 30 minutes for the other parent to appear. Both parents shall, to the best of their ability, prepare the child(ren) physically and emotionally for all companionship contact.

Each parent must give notice of their intent NOT to have parenting time, at least 24 hours in advance unless a last minute emergency occurs. A parent who does not exercise their specific parenting time forfeits that specific time unless other arrangements are agreed upon by both parents.

The parents must make specific arrangements regarding transportation of the child(ren) for Parent 2's parenting time and Parent 1 shall aid in Parent 2's efforts to transport the child(ren).

Parent 2 shall be responsible for picking up the child(ren) or otherwise arranging transportation at the commencement of parenting time. Parent 1 shall be responsible for picking up the child(ren) or otherwise arranging transportation at the conclusion of parenting time.

Only if agreed upon and prior notice provided, the child(ren) may be transported by any trusted adult with a valid driver's license and insurance, and with legal car restraints. Each parent must have their own legally appropriate car restraints.

Both parents shall transport and exchange all personal items and specialized equipment including, but not limited to, emotional security items (e.g., favorite blanket, favorite toy, etc.), specialized extracurricular equipment, uniforms, instruments, etc.

If the child is taking prescription or non-prescription medication upon the advice of a physician, the parents shall make all efforts to personally hand-off medication with instructions and not involve the minor children. The parents shall send the child(ren) with sufficient medication to last the entire parenting time period and written instructions for the administration of the medication, and the name and telephone number of the physician or other appropriate medical care provider. Prescriptions shall remain in properly labeled prescriptions bottles or containers. Parents must notify one another of the time, date, and amount of the last dose of medication administered. Absent extraordinary circumstances, all

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

prescribed medication shall be exchanged and given to the child(ren) as per the prescribing doctor's prescription.

If medication is forgotten at the time of the parenting exchange, the parent in possession of the prescription or non-prescription medication must immediately deliver the medication(s) to the other parent. It is not the responsibility of the child to ensure exchange of medication occurs.

C. Illness

It is expected that the parents will follow the parenting time schedule despite any illness of the child(ren), unless both parents agree that this would not be advisable due to the child(ren)'s condition.

Both parents should use common sense and be sensitive to the child(ren)'s needs. In the event that a child(ren) is/are ill, medications and instructions for special care shall travel with the child(ren) as set forth above. Each parent should notify the other, as soon as reasonably possible, of any diagnosis, injury, or treatment, as well as the name, address, and phone number of all treatment facilities and medical professionals involved.

Each parent shall promptly notify the other parent of a child(ren)'s illness prior to the exercise of parenting time. The court does not expect parents to abuse the intent of this Rule and interfere with either parent's time with the child(ren).

Should the child(ren) be hospitalized, both parents shall have equal rights to companionship time with the child.

D. Telephone, Computer, and/or Other Methods of Communication

Each parent shall have reasonable communication with the child(ren) during the other parent's parenting time, not to exceed once a day and between the hours of 9 a.m. and 8 p.m. excluding school hours. If a parent attempts to reach the child(ren) via a phone call and the child(ren) is/are not available, the other parent should ensure that the child(ren) return the telephone call as soon as practical.

Each parent shall encourage free communication between the child(ren) and the other parent, and shall not do anything to impede or restrict reasonable communication by telephone, mail, e-mail, or other electronic communication between the child(ren) and the other parent, whether initiated by the child(ren) or the other parent. Parents need to be aware that older children and teens text rather than have telephone conversations. The child(ren) is permitted to call, text, email, or otherwise converse with a parent without restriction and without fear of being recorded, questioned, or otherwise being eavesdropped upon or intercepted in a communication with a parent. Any mail, e-mail, or texting communication between the child(ren) and either parent shall be strictly confidential and shall not be opened or read by the other parent.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

Each parent shall keep the other parent informed of a telephone number where the child(ren) can be reached.

If a child has been provided their own electronic communication device, both parents are entitled to that child's direct contact information for all devices. It is the affirmative duty of both parents to provide this contact information to the other parent.

E. Child(ren)'s Extracurricular Activities

A parent should not enroll the child(ren) in extracurricular activities that will unreasonably interfere with the other parent's parenting time. Both parents shall make best efforts to transport the child(ren) to all activities. Parents need to realize the significance of these activities in the life of a child, and flexibility is encouraged. It is the responsibility of the parents to discuss the child(ren)'s extracurricular activities in advance, including times, dates, and transportation needs, so that the child(ren) is/are not deprived of activities and maintaining friends. Each parent shall provide the other with copies of any written material (i.e., activity schedules, maps, instructions) that are distributed in connection with the child(ren)'s activities. The parent who has the child(ren) during the time of scheduled activities is responsible for transportation, attendance, and other arrangements. Both parents are encouraged to attend all of the child(ren)'s activities.

F. School Days Off

Unless otherwise ordered by the court or previously agreed to in writing, at least sixty (60) days prior to the commencement of the new school year, the parents shall share and review the school calendar. Any days off not accounted for above (i.e. teacher in-service, etc.), the parents shall alternate, with Parent 2 having parenting time on the first scheduled day off. The next year, Parent 1 shall have parenting time on the first scheduled day off. In the case of emergency or snow days off of school, the parent responsible for transporting the child to school in the morning shall be responsible for the children until pick up time that evening unless other previous arrangements have been made.

G. School Issues and Information

Each parent must provide time for the child(ren) to study and complete homework assignments, papers, or other school-assigned projects, even if the completion of this work interferes with the parent's plans with the child(ren).

Each parent shall be responsible to obtain their own copies of grade reports, disciplinary notices and/or communications, including information regarding school pictures. Each parent is responsible to set up online access to school records and information, if available. Both parents are encouraged to participate in parent-teacher conferences, school trips, school programs, and other school events in which parents are invited to participate.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

H. Use of Alcohol or Drugs

During their parenting time, neither parent shall consume alcohol to excess or use illegal drugs. This rule includes anyone caring for the child(ren), whether or not a relation.

I. Relocation Notice

Unless you follow the proper procedures, you do NOT have the legal authority to relocate your minor children.

In advance of a move, the relocating parent shall file with the court and serve upon the other parent a Notice of Intent to Relocate with a proposed order. The relocating parent is encouraged to inform the other parent of the intent to move as soon as possible. Notice, at the latest, must be provided pursuant to the following timeline:

- 30 days if the move shall be within the current county of residence;
- 60 days if the move shall be outside of the current county of residence but within the same state;
- 90 days if the move shall be out of the current state of residence.

The non-relocating parent may file a written responsive pleading to the relocation notice of intent within fourteen (14) days to object to the reallocation of parenting time and/or to the relocation.

Before you file your Notice, please choose the option below that best suits your circumstances.

Option A. If the parties are in agreement with the relocation, they must file an agreed judgment entry with notarized signatures of each party prior to the hearing date. If the parties file an agreed entry, no hearing shall be required.

Option B. The parties may also utilize the Informal Proceedings Program pursuant to Local Rule 32.04 prior to the filing of a Notice of Intent to Relocate if they have not yet agreed on a new custody/visitation agreement to use after the move. There is no filing fee if mediation is successful and a new agreement is reached.

Option C. If the parties do not agree on a new custody/visitation schedule and cannot come to an agreement through mediation, the relocating parent must file a Notice of Intent to Relocate and request a hearing.

An Instruction Sheet for the Notice of Intent to Relocate, Notice of Intent to Relocate Form and Order Re: Notice of Intent to Relocate are available on the Court's website at drcourt.org

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

under the Forms tab and on the second floor of the Court.

J. Day Care Center Access

During parenting time, except as specifically modified or otherwise limited by court order, and in accordance with statutory requirements of operating a day care, each parent is entitled to equal access to any day care center that is or will be attended by the child(ren)

K. School Activities Notice

Except as specifically modified or otherwise limited by court order, and subject to Ohio law pertaining to the privacy of domestic violence victims or family members, each parent is entitled to access, under the same terms and conditions as the other parent to any student activity that is related to the child(ren).

L. Records Access

Pursuant to ORC § 3109.051(H) (1-2), each parent is entitled to access under the same terms and conditions as the other parent to any record, including medical or school records, related to the child(ren) with the following *exceptions*:

- As specifically modified or otherwise limited by court order;
- Subject to statutory restrictions on files maintained by the Child Support Enforcement Agency;
- Subject to statutory restrictions on files maintained by any educational institution, when the non-residential parent is involved in a domestic violence situation.

M. NOTICE TO KEEPER OF RECORDS:

Any keeper of a record who knowingly fails to comply with Ohio Revised Code §3109.051 could be held in contempt of court.

N. NOTICE TO SCHOOL OFFICIALS AND EMPLOYEES:

Any school official or employee who knowingly fails to comply as set forth above or with Ohio Revised Code §3109.051(J) may be held in contempt of court.

**SUMMIT COUNTY DOMESTIC RELATIONS COURT
PARENTING TIME**

**SCHEDULE D
(Long Distance Parenting Time Schedule)**

The parents have agreed to additional terms regarding parenting time attached hereto on a separate sheet.

_____ **Above is the agreement of the parties, OR**

_____ **Parent Two has not participated in the court process and therefore has not signed this parenting time schedule.**

Parent One

Parent Two

Print Name

Print Name

Date

Date