

SUMMIT COUNTY DOMESTIC RELATIONS COURT

**PARENTING TIME
SCHEDULE E**

(Transitional Parenting Time Schedule)

Please review the Instruction Sheet prior to completing this document.

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 requirements.

I. PARENTING TIME SCHEDULES:

This court recognizes the developmental importance of individual parent-child relationships in families with multiple children. To promote those individual bonds and reinforce self-confidence and individual importance of each child to each parent, it is suggested that both parents have one-on-one companionship time with each child incorporated into the ordinary parenting time schedule.

The schedules by age are designed to facilitate one-on-one parent-child time should the parents agree to utilize them as such.

Unless otherwise agreed, the parents shall exercise time with each child according to that child's age bracket.

THIS PARENTING TIME SCHEDULE IS DESIGNED AS A WORKSHEET. YOU MUST FILL IN THE APPROPRIATE BLANKS AND CHECK BOXES.

Instructions: Designate Parent 1 and Parent 2 in the blanks below.

PARENT 1: _____ **PARENT 2:** _____
(RESIDENTIAL PARENT) (NON-RESIDENTIAL PARENT)

A. TRANSITIONAL SCHEDULE

1. For an initial four (4) week period commencing (*date*) _____, Parent 2 shall have parenting time with the child(ren) each:

(*circle one*) Saturday OR Sunday from 2:00 p.m. to 4:00 p.m.;

In the home of _____, or,

At such alternative time or location as is mutually agreed to by the parents, as set

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forth below:

Supervised, by _____.

Unsupervised.

2. For the following four (4) week period, commencing (*date*) _____,
Parent 2 shall have unsupervised parenting time each:

(*circle one*) Saturday or Sunday from 1:00 p.m. to 5:00 p.m.,

Outside of the Parent 1's presence at Parent 2's home, OR

At Parent 2's family member's home.

Name of Family Member and Address:

OR At such alternative time or location as is mutually agreed to by the parents, as
set forth below:

3. a. FOR CHILDREN FROM BIRTH TO 12 MONTHS, for the following four (4) week
period, commencing (*date*) _____, Parent 2 shall have

Parent 2 shall be entitled to three (3) weekly times for two to six (2-6) hours, on the
days and hours the parents can agree. If the parents cannot agree, then the days and
hours shall be as follows*:

Every Saturday from 2:00 p.m. to 6:00 p.m.; and,

Every Tuesday and Thursday from 5:30 p.m. until 8:00 p.m.

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OR At such alternative time or location as is mutually agreed to by the parents, as set forth below:

*Unless otherwise ordered by the court.

At all other times, Parent 1 shall be responsible for the child(ren).

Child's Name: _____ D.O.B.: _____

Child's Name: _____ D.O.B.: _____

b. For CHILD(REN) AGE 12 MONTHS AND OLDER, for the following four (4) week period, commencing (*date*) _____, Parent 2 shall have one overnight parenting time each:

Friday at 6:00PM to Saturday at 6:00PM OR

Saturday at 6:00PM to Sunday at 6:00PM.

OR At such alternative time or location as is mutually agreed to by the parents, as set forth below:

Child's Name: _____ D.O.B.: _____

Child's Name: _____ D.O.B.: _____

4. In order to exercise parenting time under any of this Court's Local Parenting Time Schedules, it is expected that Parent 2 will provide appropriate accommodations for the child(ren), including but not limited to a legally appropriate car seat and crib if needed.

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5. The parents are to sign up and communicate via AppClose or some other agreed upon telecommunication application within 72 hours of this order being issued.
6. **At the successful conclusion of above twelve (12) week period, the “transitional period” shall end and the Parent 2 shall have parenting time in accordance with the Court’s Local Parenting Time Order, a copy of which is attached hereto as Summit County Domestic Relations Court Parenting Time Schedule ____ (if no schedule is referenced, then Parent 2 shall have parenting time pursuant to Summit County Domestic Relations Court Parenting Time Schedule C).**
5. Regardless of the commencement dates listed within the above parenting time schedule, should Parent 2 fail to observe the schedule set forth in Paragraph 1, then parenting time shall not expand as set forth in Paragraph 2 until four consecutive weeks of Paragraph 1 has been completed appropriately. Should there be a failure to observe the schedule set forth in Paragraph 2, then parenting time shall not expand as set forth in Paragraph 3 until four consecutive weeks of Paragraph 2 has been completed appropriately. Should there be a failure to observe the schedule as set forth in Paragraph 3, then parenting time shall not expand as set forth in Paragraph 5 until four consecutive weeks of Paragraph 3 has been completed appropriately.

B. DAYS OF SPECIAL MEANING AND HOLIDAY PARENTING TIME*

***the following are general guidelines and may not be applicable to the transitional schedule-all must be by agreement of the parties**

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 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

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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:** Until paragraphs one (1) through three (3) of the transitional parenting time schedule have been successfully completed, any days of special meaning or holidays during the transitional parenting time schedule will not be recognized unless the parties have made a previous agreement in writing within seven (7) days before the event, or as ordered by the court.

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.*

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.

- a. **Check this box if the parties agree to use the below General Holiday Parenting Time Schedule during the transitional period.**

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GENERAL 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 1	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)

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b. Check this box if the parties agree to complete their own holiday schedule as agreed to and outlined below:

5. 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. _____	_____	_____	_____

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II. GENERAL RULES GOVERNING PARENTING TIME*

*the following are general guidelines and may not be applicable to the transitional schedule-all must be by agreement of the parties

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: Holidays and Days of Special Meaning, including Family Specific Days;
- Second priority: Vacation periods or extended parenting times;
- Third priority: Weekends and mid-weeks (regular parenting times).

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

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specific parenting time forfeits that specific time unless other arrangements are agreed upon by both parents.

The parent receiving the child(ren) for the parenting time is responsible for picking up and transporting the child(ren). The other parent is responsible for picking up and transporting the child(ren) at the conclusion of the visit. 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, bicycles, 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 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 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.

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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 while in the facility.

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

Each parent shall have reasonable communication with the child(ren) during the other parent's parenting time, not to exceed once a day between the hours of 9 a.m. and 8 p.m. outside of normal school hours if applicable.

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.

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,

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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 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.

G. 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.

H. Relocation Notice

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 shall obtain a hearing date with the Court upon filing a Notice of Intent to Relocate. It is encouraged that a relocating parent inform the other parent of their intent to move as soon as possible, notice must be provided pursuant to the following timeline:

- 30 day notice if the move shall be within Summit County
- 60 day notice if the move shall be in the State of Ohio, but out of Summit County
- 90 day notice if the move shall be out of the State of Ohio

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

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

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entry, no hearing shall be required.

I. 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)

J. 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).

K. 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.

L. 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.

M. 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.

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

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_____ **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