

PARENTING AND CHILD CUSTODY | WORKSHEET 1 OF 3

Parenting Plan Builder

A structured worksheet for schedules, decisions, transitions, communication and review terms.

BEST USED
WHEN

Use this before proposing a parenting plan or attending mediation.

ALBERTA LEGAL CHECKPOINT

A workable parenting proposal starts with the child's best interests, then translates them into ordinary-life details: school nights, decisions, transportation, information and conflict safeguards. For married parents using the Divorce Act, a move that would significantly affect a child's relationships can trigger formal relocation rules, including advance notice requirements.

Primary source: [Justice Canada: Moving after separation or divorce](#)

PREPARED FOR

DATE

1 Complete what you know

2 Mark gaps and assumptions

3 Attach supporting records

THE PRACTICE LENS

A schedule can look balanced on a calendar and still fail a child on an ordinary Tuesday. We test the handoffs, school logistics, belongings, healthcare, activities and decision rules that determine whether the plan reduces conflict in real life.

A CONCRETE EXAMPLE

A week-about schedule divides overnights neatly, but one parent starts work at 6 a.m. and the child's hockey equipment remains at the other home. The solution may be a different school-night pattern, a neutral equipment handoff or duplicated essentials-not a debate about percentages alone.

Build the regular schedule

Use one row per issue and identify the source for every important number or date.

Day	School-day care	Overnight	Exchange details
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Decisions and information

Use short factual notes. If an answer is uncertain, write what would confirm it.

1. Who makes routine, medical, educational, cultural and extracurricular decisions?

2. What information must be shared, through what channel and within what time?

3. How will urgent decisions be made if the other parent cannot be reached?

4. How will school, medical and activity providers communicate with both parents?

5. What dispute-resolution step applies before either parent returns to court?

Make the plan implementable

Tick completed items. Circle anything that needs a document, follow-up or legal advice.

- ☐ Define exact exchange times, locations and transportation responsibility.

- ☐ Address holidays, school breaks, birthdays, travel and missed parenting time.

- ☐ Set expectations for calls, messaging and contact with the other parent.

- ☐ Include medication, belongings, homework and activity-equipment handoffs.

- ☐ Choose a review date tied to the child's development or school year.

BRING THIS TO YOUR CONSULTATION

You do not need every blank filled. Mark the three items that matter most, attach the records you relied on and use this handoff to identify the next decision.

STATUS	☐ Ready to discuss ☐ Missing records ☐ Deadline or urgent issue
NEXT REAL DEADLINE	
RECORD OR ANSWER STILL NEEDED	
DECISION I NEED HELP WITH	

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