

Checklist: Making a parenting plan

Use this checklist to help you write your parenting plan.

For an example of a parenting plan, see:

- [Sample: Parenting plan](#)

Making a parenting plan

Format

☐ Headings	Use a separate heading for each topic.
☐ Font	• Easy to read style of font, such as arial. • Size 12 font minimum. • Double spaced. • Left aligned.
☐ Paragraphs	Each paragraph should: • include only one topic • be numbered consecutively.
☐ Page numbers	Number each page consecutively.

Structure

☐ Main heading	Choose a clear and simple heading.
☐ Parties	List the parties to the agreement and their role, for example, Jules Bauma, father.
☐ Overview	Begin your parenting plan with an overview that includes important background information, such as your child's name and date of birth.
☐ Start date	Include a start date if you want your parenting plan to begin on a different day to the date you sign it.

☐ Topics	Group the terms of your agreement by topic, such as, schooling and medical issues. Order the topics by level of importance, covering the most important topics first.
☐ Agreement	Your plan must be signed and dated by all parties to the agreement.
 Language	
☐ Plain English	• Use plain, simple words – avoid legal and foreign words and phrases. • Use short words and sentences. • Use bullet points to break up long sentences and create lists.
☐ Be specific	Include important details, such as: • dates • times • locations • names.
☐ Create clear obligations	• Clearly identify the responsibilities of each party. • Use words that create an obligation, such as, 'must'. • Include one obligation per paragraph.
 Terms	
☐ Necessary terms	Your parenting plan must cover at least one of these issues: • who has parental responsibility for your child • who your child lives with • who your child spends time with • the communication between your child and the other parent and family members • financial support for your child • the process for resolving parenting disputes

	• the process for changing your parenting plan • any aspect of the care, welfare or development of your child.
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