

To prepare for the best mediation session possible,
please review this workbook in advance and fill out as much as you can.



CO-PARENTING WORKBOOK



West Hawai'i Mediation Center

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ABOUT MEDIATION

WHAT IS MEDIATION?

Mediation is an informal, confidential process in which a neutral third party—the mediator—helps people:

- 1) Talk through their differences and voice their hopes,
- 2) Explore and negotiate options, and
- 3) Craft agreements that are fair, realistic, and durable.

Mediation is voluntary and requires good faith by all parties. The mediators ensure a safe and respectful process for everyone involved.

WHO ARE THE MEDIATORS?

Our professionally trained volunteer mediators are community members who come from all backgrounds, careers, and walks of life. The mediators take you through a process of neutral information gathering, identifying issues, and assisting you to brainstorm possible solutions.

Mediators don't:

- Judge, take sides, or decide who is right or wrong.
- Force you to accept any solution or agreement.

Mediators do:

- Stay impartial and neutral.
- Provide a safe space for exploring options.
- Support all participants equally.

WHEN CAN I MEDIATE?

All mediations are by appointment only. We do not have mediators waiting in our offices. We need to schedule a time when participants, mediators, and conference rooms are available. We are open Monday to Friday, except holidays. Evening and Saturday mediation times are also available.

Plan for up to 3 hours per mediation session. More complex cases—such as divorce, child custody, and co-parenting—usually take more than one session. Do note that no childcare services are available, so please make arrangements in advance for supervision of your children.

FOCUS ON YOUR CHILD(REN)

Tape photo(s) of your child(ren) here

&

bring photos with you to your mediation session
(including on your phone)

DESCRIBE YOUR CHILD(REN)

CHILD'S NAME: _____

Name 5 qualities you love about your child:

1. _____
2. _____
3. _____
4. _____
5. _____

CHILD'S NAME: _____

Name 5 qualities you love about your child:

1. _____
2. _____
3. _____
4. _____
5. _____

CHILD'S NAME: _____

Name 5 qualities you love about your child:

1. _____
2. _____
3. _____
4. _____
5. _____

CHILD'S NAME: _____

Name 5 qualities you love about your child:

1. _____
2. _____
3. _____
4. _____
5. _____

PROTECT YOUR CHILD(REN)

Think of at least 3 reasons why you would do whatever it takes to protect your child(ren) from harm and ensure their long-term physical and mental well-being. They can be general reasons ("I want her to grow up with confidence") or specific reasons ("I suffered from a lot of insecurities when my parents divorced; I don't want him to suffer like that.")

1. _____
2. _____
3. _____

TIME SHARING GUIDELINES

Robert E. Adler, PhD*

Dr. Adler believes there are as many good schedules for sharing time with children as there are good couples who are able to create them. There must be a balance between the children's need for stability and predictability of schedule and the need for a resolution of parental conflict. The children's needs for frequent and continuing contact with both parents must be balanced with parents' schedules. The needs of older children must be balanced with the needs of younger ones.

BIRTH TO 6 MONTHS:

- One primary home. The other parent spends two or three hours, two or three times per week, with the child; becomes primary caretaker one weekend day per week.

6 TO 18 MONTHS:

- One primary home. The other parent spends from two to eight hours, two to three times per week, with the child.
- Or, one 24-hour stretch once per week.
- Or, two homes, although the child spends significantly more time at one of them and no more than two overnights per week at the other (for mature, adjustable children and cooperative parents only).

18 TO 36 MONTHS:

- One primary home. The other parent has the child during the days up to three times per week, on a predictable schedule.
- Or, add one overnight per week.
- Or, two homes, with the child spending somewhat more time in one than the other, such as two or three overnights spaced regularly throughout the week.

3 TO 5 YEARS:

- Two or three nights at one home, spaced throughout the week, the remaining time at the other home.
- Or, three consecutive days and nights with one parent, four with the other.

6 TO 12 YEARS:

If parental conflict is low, school-age children can do well with many different parenting plans that allow for frequent and adequate contact with both parents. Options include:

- Friday after school until Sunday evening or Monday morning, every other week, plus one or two overnights during the two-week stay with the other parent.
- Three days with one parent, four with the other.
- Alternating weeks with each parent.
- Alternate weekends with each parent, two or three days at each home during the week.
- Three and one-half days with each parent; weekends also split.
- Two weeks with each parent, with one or two mid-week overnights with the other parent.
- Older children may be able to handle even longer stays if frequent telephone contact and some physical contact with the other parent.
- Children in one home for school year, with other parent for vacations, supplemented with frequent telephone calls and visits.

13 YEARS AND UP:

- Home base with one parent, a mixture of scheduled and spontaneous overnights, shorter visits, and outings with the other parent.
- Or, children spend school year as above. During summer vacation and other long holidays, the situation is reversed.
- Or, work out year-by-year arrangements with older children that respond to teen's needs for continuity in friendships and school.

*Materials developed by Kathleen O'Connell Corcoran, MS, NCC, adapted from Adler, Robert E., PhD. *Sharing the Children: How to Resolve Custody Problems and Get on with Your Life*. Maryland: Adler & Adler, Publishers, Inc., 1988.

SAMPLE TIME SHARING CALENDARS

As per Dr. Adler's "Time Sharing Guidelines" above, many of these are recommended only for children over 3 years old.

ALTERNATE WEEKS

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------|--------|--------|--------|--------|--------|--------|
| Green | Green | Green | Green | Green | Green | Green |
| Yellow | Yellow | Yellow | Yellow | Yellow | Yellow | Yellow |
| Green | Green | Green | Green | Green | Green | Green |
| Yellow | Yellow | Yellow | Yellow | Yellow | Yellow | Yellow |

WEDNESDAYS & ALTERNATE 3-DAY WEEKENDS

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------|--------|--------|-------|--------|--------|--------|
| Yellow | Yellow | Yellow | Green | Yellow | Green | Green |
| Green | Yellow | Yellow | Green | Yellow | Yellow | Yellow |
| Yellow | Yellow | Yellow | Green | Yellow | Green | Green |
| Green | Yellow | Yellow | Green | Yellow | Yellow | Yellow |

3 DAYS / 4 DAYS THEN 4 DAYS / 3 DAYS

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|-------|-------|--------|--------|--------|--------|
| Green | Green | Green | Yellow | Yellow | Yellow | Yellow |
| Green | Green | Green | Green | Yellow | Yellow | Yellow |
| Green | Green | Green | Yellow | Yellow | Yellow | Yellow |
| Green | Green | Green | Green | Yellow | Yellow | Yellow |

ALTERNATE WEDNESDAYS & ALT. 3-DAY WEEKENDS

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------|--------|--------|--------|--------|--------|--------|
| Yellow | Yellow | Yellow | Yellow | Yellow | Green | Green |
| Green | Yellow | Yellow | Green | Yellow | Yellow | Yellow |
| Yellow | Yellow | Yellow | Yellow | Yellow | Green | Green |
| Green | Yellow | Yellow | Green | Yellow | Yellow | Yellow |

3.5 DAYS / 3.5 DAYS

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|-------|-------|-------|--------|--------|--------|
| Green | Green | Green | Green | Yellow | Yellow | Yellow |
| Green | Green | Green | Green | Yellow | Yellow | Yellow |
| Green | Green | Green | Green | Yellow | Yellow | Yellow |
| Green | Green | Green | Green | Yellow | Yellow | Yellow |

WEDNESDAYS & ALTERNATE WEEKENDS

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|--------|--------|--------|-------|--------|--------|--------|
| Yellow | Yellow | Yellow | Green | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Green | Yellow | Yellow | Yellow |
| Yellow | Yellow | Yellow | Green | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Green | Yellow | Yellow | Yellow |

4 DAYS / 3 DAYS

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|-------|-------|-------|--------|--------|--------|
| Green | Green | Green | Green | Yellow | Yellow | Yellow |
| Green | Green | Green | Green | Yellow | Yellow | Yellow |
| Green | Green | Green | Green | Yellow | Yellow | Yellow |
| Green | Green | Green | Green | Yellow | Yellow | Yellow |

2 ½ DAY WEEKEND

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|--------|--------|--------|--------|--------|-------|
| Green | Yellow | Yellow | Yellow | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Yellow | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Yellow | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Yellow | Yellow | Yellow | Green |

WEEKENDS & WEDNESDAYS

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|--------|--------|-------|--------|--------|-------|
| Green | Yellow | Yellow | Green | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Green | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Green | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Green | Yellow | Yellow | Green |

2 DAY WEEKEND

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|--------|--------|--------|--------|--------|-------|
| Green | Yellow | Yellow | Yellow | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Yellow | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Yellow | Yellow | Yellow | Green |
| Green | Yellow | Yellow | Yellow | Yellow | Yellow | Green |

BLANK CALENDAR (CREATE YOUR OWN SCHEDULE)

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

2 DAYS / 2 DAYS THEN 5 DAYS / 5 DAYS

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|-------|--------|--------|--------|--------|--------|
| Green | Green | Yellow | Yellow | Green | Green | Green |
| Green | Green | Yellow | Yellow | Yellow | Yellow | Yellow |
| Green | Green | Yellow | Yellow | Green | Green | Green |
| Green | Green | Yellow | Yellow | Yellow | Yellow | Yellow |

CHILD CUSTODY

This information provided below is general legal information only and does not contain legal advice. The mediation center is not a law firm or a substitute for an attorney or law firm. The law is complex and changes often. For legal advice, please consult a private attorney, non-profit legal services provider, or attorney volunteer at one of the Hawai'i State Judiciary's self-help centers at https://www.courts.state.hi.us/general_information/access_to_justice_rooms_self_help_centers. More referrals listed on page 7.

Child custody in Hawai'i is based upon the best interests of the child. If you are involved in a custody dispute, you will hear the term "custody" many times. Simplified, child custody focuses on what decision-making arrangements and living arrangements are best for your child(ren). It is not about "rewarding" one parent and "punishing" the other parent. There are two types custody: legal and physical.

WHAT IS LEGAL CUSTODY?

- **Legal custody** decides who makes legal decisions regarding the child(ren). Generally, this involves major medical, educational, and religious decisions for the child(ren). Further, it includes issues such as who gives parental consent to obtain a driver's permit, join the military before age 18, and get an underage work permit.
- Note that legal custody does not affect child support. Child support is tied to physical custody.

WHAT IS PHYSICAL CUSTODY?

- **Physical custody** decides where the child(ren) live(s) most of the time.
- Note that physical custody does affect child support. Please visit the Hawai'i State Judiciary's website at www.courts.state.hi.us to see the child support guidelines and worksheet.

WHAT IS THE DIFFERENCE BETWEEN JOINT AND SOLE CUSTODY?

- **Joint legal custody** means shared major decision-making is done by both parents.
- **Sole legal custody** means major decision-making is done by one parent.
- **Joint physical custody** means the child(ren) live(s) equally with both parents.
- **Sole physical custody** means the child(ren) live(s) primarily with one parent, while having **time sharing** with the other parent (usually less than 143 days a year).
- There is also a situation between joint and sole physical custody called **extensive time sharing**, where one parent has sole physical custody, and the other parent has a greater than normal amount of time sharing (usually more than 143 days a year).

IS IT ALL OR NOTHING?

- Sometimes parents have **joint legal custody** and **joint physical custody**.
- Sometimes parents have **joint legal custody** and one parent has **sole physical custody**.
- Sometimes one parent has both **sole legal custody** and **sole physical custody**.

IF THE OTHER PARENT HAS SOLE LEGAL AND SOLE PHYSICAL CUSTODY, DO I HAVE ANY RIGHTS?

- Yes. Even if one parent has sole legal custody and sole physical custody of the child(ren), the other parent has rights as the child(ren)'s parent.
- Unless there is an adoption proceeding or a Child Protective Services (CPS) action terminating parental rights, you will always be your child(ren)'s parent.
- This means, among other rights, you are entitled to a relationship with your child(ren), **time sharing** with your child(ren), communication about your child(ren), and communication with your child(ren).

WHAT IS TIME SHARING?

- If parents have joint physical custody, the parents can work out **time sharing** to co-parent the child(ren), on any schedule the parents agree to (usually more than 143 days a year).
- If one parent has sole physical custody, the other parent can work out **time sharing** to co-parent the child(ren), on any schedule the parents agree to (usually less than 143 days a year).
- See page 5 for some sample time sharing calendars.

WHAT IS SUPERVISED TIME SHARING?

- Supervised time sharing is when the parent with sole physical custody asks that time with the other parent be supervised by a third party.
- Supervised time sharing may be ordered by the court when a parent poses potential harm to the child(ren) or may be unable to properly care for the child(ren).
- The third party might be a relative, family friend, or community organization that provides supervised visitation services for a fee (see below).

CAN CUSTODY CHANGE?

- Yes. Custody can be reviewed when circumstances change. One or both parents can ask the court to periodically review what is currently in the best interests of the child.

WHERE CAN I GET LEGAL HELP?

| | | |
|---|---|-----------------------|
| American Bar Association Free Legal Answers | https://hawaii.freelegalanswers.org/ | |
| Domestic Violence Action Center | http://www.stoptheviolence.org/ | (808) 531-3771 |
| Hawai'i Self-Help Interactive Forms | https://www.lawhelp.org/hi/ | |
| Hawai'i State Bar Association (HSBA) | http://hsba.org/ | (808) 537-1868 |
| Hawai'i State Judiciary Self-Help Centers | https://www.courts.state.hi.us/general_information/access_to_justice_rooms_self_help_centers | (808) 961-0609 (Hilo) |
| Legal Aid Society of Hawai'i | http://www.legalaidhawaii.org/ | (808) 536-4302 |
| Volunteer Legal Services of Hawai'i | https://www.vlsh.org/ | (808) 528-7046 |

WHAT OTHER RESOURCES ARE THERE?

| | | |
|---|---|----------------|
| Children First Kona | https://kidsfirsthawaii.com/contact/neighbor-islands/hawaii-island/ | (808) 896-6465 |
| Court Forms | https://www.courts.state.hi.us/self-help/courts/forms/court_forms | |
| Island of Hawai'i YMCA Family Visitation Center | https://www.islandofhawaiiymca.org/ | (808) 464-4020 |

CO-PARENTING AGREEMENT TEMPLATE

| | | | |
|----------------------------|--|------------------------|--|
| Parent A Name: | | Represented By: | |
| Parent B Name: | | Represented By: | |
| Additional Parties: | | Represented By: | |
| Date: | | | |
| WHMC File No.: | | | |
| Court No.: | | | |

We, the undersigned, have participated in a mediation session on _____. We hereby agree to abide by and fulfill the following:

AGREEMENT TYPE

Our agreement type shall be as follows:

(Check One Only)

PROPOSED AGREEMENT. This Proposed Agreement only becomes effective when we sign the same copy. We agree to consider the proposed agreement and consult with our attorneys to review it by the following date: _____. If additional changes are not needed, then we agree to sign the same copy of the Co-Parenting Agreement by the following date: _____. If additional changes are needed, then we agree to return to mediation to discuss the requested changes by the following date: _____.

INTERIM AGREEMENT. This Interim Agreement shall be in effect from: _____ to: _____. (Use actual dates, or words like from "Today" to "Next mediation session" or "Next court date.")

FINAL AGREEMENT.

AGREEMENT CHANGES

We may change any aspect of this Co-Parenting Agreement by mutual agreement in writing (e.g., text, email, revised mediation agreement, court orders, etc.).

IDENTIFICATION

For the purposes of this Co-Parenting Agreement, we shall be identified as Parent A and Parent B as listed above. This Co-Parenting Agreement applies to our minor child(ren) listed below:

| Initials Only <i>(Do not include first or last names)</i> | Year of Birth <i>(Do not include month or day)</i> | Gender <i>(Female, Male, Other)</i> |
|--|---|--|
| | | |
| | | |
| | | |
| | | |

STATEMENT OF COOPERATION

WE AGREE TO SAY TO OUR CHILD(REN):

- You are not to blame; it was nothing you did or did not do.
- Your life will be safe, planned, and guided by both of us so that you will feel stable, secure, and loved.
- You will have dependable, quality time with each of us.
- You will not have to choose between us or be caught in the middle of our conflicts.
- Your struggle to deal with all of this is acknowledged, understood, and supported by both of us.
- We are sorry, but our decision to separate is not going to change.

WE AGREE TO:

- Show our child(ren) we value their relationship and time with the other parent.
- Work out a schedule for sharing time, information, and decision-making as soon as we can.
- Make every effort to live up to the agreements we make.
- Tell each other in advance and in writing about necessary changes.
- Prepare our child(ren) in a positive way for each stay with the other parent.
- Not conduct adult business, argue, fight, or “talk stink” about the other parent or family members in front our child(ren).
- Not involve our child(ren) in carrying messages between parents, reporting or spying on the other parent, or quizzing them regarding the other parent or family members.
- Listen carefully when our child(ren) has (have) a problem with the other parent, but also encourage our child(ren) to work it out with the other parent directly.
- Encourage our child(ren) to continue to love the other parent and be comfortable in both families.

WE AGREE TO NEGOTIATE A PLAN TO:

- Stop blaming the other parent or ourselves for what happened. We cannot change the past, only the future.
- Focus on creating a future that helps our child(ren) and family members thrive.
- Stay focused on our child(ren)’s needs and make sure we know what they are.
- Listen with an open mind to what each other is saying.
- Express what we want clearly and kindly.
- Make no assumptions. Start now with clear, written agreements to keep things straight.

IF WE CAN AGREE ON THE ABOVE, WE WILL BE MORE LIKELY TO HAVE:

- Fewer health, emotional, school, and social problems with the child(ren).
- More personal satisfaction and less frustration in moving on with our lives.
- Less conflict, more freedom, and easier sharing of co-parenting responsibilities.
- The best relationship possible with our child(ren).

CUSTODY

We both agree to the following custody arrangements for the above-named minor child(ren):

LEGAL CUSTODY (COURT REQUIRED LABEL):

(Check One Only)

- Parent A and B shall share joint legal custody.
 Parent A shall have sole legal custody.
 Parent B shall have sole legal custody.

SPECIAL PROVISIONS:

PHYSICAL CUSTODY (COURT REQUIRED LABEL):

(Check One Only)

- Parent A and B shall share joint physical custody.
 Parent A shall have sole physical custody.
 Parent B shall have sole physical custody.

SPECIAL PROVISIONS:

TIME SHARING SCHEDULE

REGULAR SCHEDULE - WEEKDAYS AND WEEKENDS:

We agree to the following regular daily schedule in the best interest of our child(ren):

(A = Parent A, B = Parent B)

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Day | | | | | | | | | | | | | | |
| Night | | | | | | | | | | | | | | |

SPECIAL PROVISIONS:

(If needed, include to/from times)

HOLIDAY AND SCHOOL BREAK SCHEDULE:

(Check One Only)

- We agree to use the REGULAR SCHEDULE above for all holidays and school breaks.
- We agree to use the HOLIDAY AND SCHOOL BREAK SCHEDULE below for all holidays and school breaks.

SPECIAL PROVISIONS:

HOLIDAY AND SCHOOL BREAK SCHEDULE

(Delete this entire section from Agreement if not applicable. Only include if checked above.)

| HOLIDAY | PARENT A (Check <u>One</u> Only – for each holiday) | | | | PARENT A TIMES (to/from) | PARENT B (Check <u>One</u> Only – for each holiday) | | | | PARENT B TIMES (to/from) |
|--|--|--------------------------|--------------------------|--------------------------|--------------------------------|--|--------------------------|--------------------------|--------------------------|--------------------------------|
| | Odd Years | Even Years | Every Year | REGULAR SCHEDULE | | Odd Years | Even Years | Every Year | REGULAR SCHEDULE | |
| New Year’s Eve (December 31) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| New Year’s Day (January 1) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Dr. Martin Luther King, Jr. Day (third Monday in January) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| President’s Day (third Monday in February) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Prince Kuhio Day (March 26) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Good Friday (Friday before Easter) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Easter Sunday (first Sunday after full moon near spring equinox) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Mother’s Day (second Sunday in May) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Memorial Day (last Monday in May) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| King Kamehameha Day (June 11) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Father’s Day (third Sunday in June) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Independence Day (July 4) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Statehood Day (third Friday in August) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Labor Day (first Monday in September) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Veteran’s Day (November 11) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Halloween (October 31) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Thanksgiving (fourth Thursday in November) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Christmas Eve (December 24) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Christmas Day (December 25) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Parent A’s Birthday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Parent B’s Birthday | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Child(ren)’s Birthday(s) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Date 1: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Date 2: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Date 3: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

VACATION

(Check All That Apply)

- We shall each have _____ days of vacation time with our child(ren) per year.
- We shall notify the other parent in writing of our proposed vacation dates a minimum of _____ days in advance of the planned vacation. The other parent has _____ days to respond in writing if there is a problem with the proposed vacation dates.
- We shall provide the other parent in advance with a travel itinerary that includes vacation dates, leave and return times, destination(s), flight information, and contact information for emergencies.
- We shall limit travel with our child(ren) to:
- Inter-Island (State of Hawai'i)
 - United States of America
 - Other (please describe): _____

SPECIAL PROVISIONS:

PARENTS COVERING EACH OTHER (FIRST RIGHT OF REFUSAL)

If we cannot care for the child(ren) during our scheduled time:

(Check One Only)

- We shall ask the other parent to take care of the child(ren) first, before we ask anyone else.
- It will be up to each parent who they ask for childcare help during their scheduled times.

SPECIAL PROVISIONS:

PARENT UNAVAILABLE FOR EXTENDED PERIODS

We agree that if either of us is away for an extended period during our scheduled times with the child(ren), we shall ask the other parent to take care of the child(ren) first, before we ask anyone else. Examples of extended periods include travel for work, travel for medical treatment, long vacations, and others.

SPECIAL PROVISIONS:

EXCHANGE

The child(ren) shall be exchanged as follows:

(Check All That Apply)

- Parent beginning their time with the child(ren) shall be responsible for picking up the child(ren) at an agreed upon location.
- Parent finishing their time with the child(ren) shall be responsible for dropping off the child(ren) at an agreed upon location.
- Other (please describe): _____

SPECIAL PROVISIONS:

(If needed, include pick up/drop off times and locations)

CHANGES TO EXCHANGE TIME

Changes to the exchange time shall be made as follows:

(Check All That Apply)

- If any changes to the scheduled exchange times are needed, we will give each other at least 24 hours' notice in writing (e.g., text or email).
- We shall exchange the child(ren) on the agreed-upon schedule, no earlier or later than _____ minutes before or after the scheduled time.
- If we are more than _____ minutes late, the scheduled parenting time shall be considered cancelled.
- We are flexible in allowing the other parent to make up any missed time.
- We are not flexible in allowing the other parent to make up any missed time.
- Other (please describe): _____

SPECIAL PROVISIONS:

TRANSPORTATION

The child(ren) shall be transported as follows:

(Check One Only)

- We shall leave it up to each parent who is going to transport the child(ren) during their parenting time.
- We agree that only the following people shall be allowed to transport the child(ren): _____

SPECIAL PROVISIONS:

RELOCATION OFF ISLAND

Neither of us shall relocate the child(ren) without the prior written permission of the other parent or a court order permitting the removal of the child(ren) from the following locations:

(Check All That Apply)

- County of Hawai'i.
- State of Hawai'i.
- United States of America.

SPECIAL PROVISIONS:

(If relocation is agreed to in writing, include details on how plans will be shared, what time sharing modifications are needed, how travel costs will be handled, how child(ren) will stay in touch with the other parent, etc.)

EXTRA-CURRICULAR ACTIVITIES

We agree, to the extent practicable, to exercise parenting time so as to avoid disrupting the child(ren)'s regular school, athletic, religious, and recreational activities. We shall be sensitive to our child(ren)'s schedule(s) and flexible enough to ensure their participation in reasonable ongoing activities.

SPECIAL PROVISIONS:

COMMUNICATION BETWEEN PARENTS

We agree to communicate directly with each other about all issues regarding the child(ren). We shall not involve the child(ren) in carrying messages, payments, or other information between households. In addition, each of us shall have a continuing responsibility to notify the other parent of the child(ren)'s serious illness or injury as soon as reasonably possible.

Specifically, we have agreed to use the following methods to communicate with each other:

(Check All That Apply)

- Home phone. Cell phone. Text. Email. Skype or other video conferencing.
- Other (please describe): _____

SPECIAL PROVISIONS:

COMMUNICATION WITH CHILD(REN)

Each parent shall have the right to communicate with the child(ren), and the child(ren) shall have the right to communicate with each parent.

Specifically, we have agreed to use the following methods to ensure the other parent shall communicate with the child(ren):

(Check All That Apply)

- Home phone. Cell phone. Text. Email. Skype or other video conferencing.
 Other (please describe): _____

SPECIAL PROVISIONS:

(If needed, include communication times and frequency)

INFORMATION SHARING

We agree that each parent is entitled to complete information from any medical professional, including a pediatrician, physician, dentist, consultant, or specialist who examines or treats the child(ren) for any reason whatsoever. We shall share copies of any medical reports, evaluations, or other written information prepared with regard to the child(ren).

We agree that each parent is entitled to complete information from any educational professional, including a teacher, counselor, or other school personnel who is involved in the child(ren)'s educational programs. We shall share copies of any educational reports, evaluations, or other written information prepared with regard to the child(ren).

We agree that both parents shall be listed as parents on all medical, school, or extra-curricular records.

SPECIAL PROVISIONS:

EMERGENCY DECISIONS

We agree that some emergency decisions regarding the child(ren)'s welfare must be made immediately, and before there is time for the parents to talk and agree. In such a case, decisions concerning the child(ren)'s emergency medical care shall be made by the parent with the actual physical responsibility for the child at the time of the emergency. The person making the unilateral decision shall notify the other parent about the emergency and the decision as soon as reasonably possible.

SPECIAL PROVISIONS:

NON-EMERGENCY DECISIONS

We agree that each parent shall make decisions regarding day-to day-care and management of the child(ren) by the parent with the actual physical responsibility of the child at the time.

SPECIAL PROVISIONS:

HEALTH INSURANCE

Reasonable medical and dental insurance for the child(ren) shall be provided by:
(Check One Only)

- Both parents.
- Parent A.
- Parent B.

SPECIAL PROVISIONS:

Health care costs that are not covered by any insurance policy (e.g., medical or dental co-payments, emergency services or hospital stays, prescription drugs, orthodontic, counseling, etc.) for the child(ren) shall be paid for by:
(Check One Only)

- Both parents.
- Parent A.
- Parent B.

SPECIAL PROVISIONS:

LIFE INSURANCE

We shall each maintain our own life insurance policies for the benefit of our child(ren) to insure that sufficient funds are available for their care and education in the event of the death of either parent.

SPECIAL PROVISIONS:

CLAIMING AS DEPENDENTS

For tax purposes, the child(ren) shall be claimed as dependents by:
(Check One Only)

- Parent A each year.
- Parent B each year.
- Parent A on even years and Parent B on odd years.
- Parent B on even years and Parent A on odd years.

SPECIAL PROVISIONS:

EDUCATION AFTER HIGH SCHOOL

If our child(ren) continue(s) their education after high school (e.g., community college, university, trade school, etc.), we agree that their educational expenses (e.g., school tuition, fees, books, and other course materials) shall be provided by:
(Check One Only)

- Both parents.
- Parent A.
- Parent B.

SPECIAL PROVISIONS:

CHILD SUPPORT

We agree that child support shall be paid according to the State of Hawai'i child support guidelines and worksheet.

SPECIAL PROVISIONS:

(Child support is not negotiable in mediation, unless to pay at a rate higher than the guidelines require)

