

**PERMANENT PARENTING PLAN**  
**\*\*\*IMPORTANT NOTE ABOUT THIS FORM\*\*\***

**FREQUENTLY ASKED QUESTIONS**

*My spouse and I are not fighting over the children: do I have to complete a Parenting Plan at all?*

Yes. Each parent is required to submit their own separate proposal for child custody and visitation, **or** a Parenting Plan signed by both parents which indicates their agreement.

*What is the purpose of a Parenting Plan?*

The Parenting Plan will help both parents anticipate and prepare for different aspects of child custody and visitation for the purpose of preventing future disputes. Parents are encouraged to reach mutual agreements concerning time-sharing with the children. However, the Parenting Plan is designed to govern the time-sharing arrangement in the event both parents are unable to reach a mutual agreement.

*The scheduling seems very strict: do we have to live by the Parenting Plan schedule?*

No. Both parents are free to agree to time sharing arrangements which are in the best interests of the children. The Parenting Plan is put in place for those situations when the parents cannot mutually agree.

*What is “joint custody”?*

Joint **legal custody** is shared decision making, access to health and education records. In most standard Parenting Plans, both parents share legal custody.

Joint **physical custody** is where the child(ren) spend(s) equal periods of time with the parents. The following Parenting Plan is not designed to illustrate joint (or 50/50) physical custody. Rather, this plan is designed to indicate which parent the child(ren) live(s) with the majority of the time (“primary physical custodian”), and which parent will have the right to exercise parenting time/visitation (“Secondary Physical Custodian” or “SPC”).

GWINNETT COUNTY SUPERIOR COURT  
STATE OF GEORGIA

\_\_\_\_\_  
Plaintiff,  
v.  
\_\_\_\_\_  
Defendant.

Civil Action  
File No.: \_\_\_\_\_

**PERMANENT PARENTING PLAN**

- The parties have agreed to the terms of this plan and this information has been furnished by both parties to meet the requirements of OCGA Section 19-9-1. The parties agree on the terms of the plan and affirm the accuracy of the information provided, as shown by their signatures at the end of this order.
- This plan has been prepared by the judge.

This Plan:

- is a new plan.
- modifies an existing Parenting Plan dated \_\_\_\_\_

**1.  
MINOR CHILDREN**

The parties share the following minor child(ren):

Name of Child	Year of Birth

**2.  
PHYSICAL CUSTODY**

The Primary Physical Custodian ("PPC") is: \_\_\_\_\_

The Secondary Physical Custodian ("SPC") is: \_\_\_\_\_

\_\_\_\_\_  
PPC's Initials

\_\_\_\_\_  
SPC's Initials

Both parties shall share joint physical custody. A detailed schedule is attached as Exhibit "A".  
*WHERE JOINT PHYSICAL CUSTODY IS PROPOSED BY THE PARENTS OR ORDERED BY THE COURT, A DETAILED PLAN OF THE LIVING ARRANGEMENTS OF THE CHILD(REN) SHALL BE ATTACHED HERETO AND MADE A PART OF THIS PARENTING PLAN.*

**3.  
 LEGAL CUSTODY AND DECISION MAKING**

**A. Legal Custody (decision-making) shall be as follows:**

- With the Primary Physical Custodian
- Joint decision making as follows:

**1. Day-To-Day Decisions**

Each parent shall make decisions regarding the day-to-day care of a child while the child is residing with, or in the physical custody of, that parent, including any emergency decisions affecting the health or safety of a child.

**2. Major Decisions**

	<b>PPC</b>	<b>SPC</b>	<b>Joint</b>
Educational decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-emergency healthcare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religious upbringing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extracurricular activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Disagreements**

Where parents elect joint decision making in Section 1(D), directly above, please explain how disagreements for final decision-making will be resolved.

- Primary physical Custodian has final decision making authority.
- The plan detailed below, which must provide a 'tie breaker' method so that a final decision will be promptly made) as follows:

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**4.**  
**WEEKDAY AND WEEKEND PARENTING TIME**

**A. Definitions & Times for Weekend & Weekday Parenting**

For the purposes of this parenting plan, the following definitions and times apply. During the term of this parenting plan the Secondary Physical Custodian shall have at a minimum the following rights of parenting time/visitation (*choose applicable items*):

**1. Weekend visitation**

Weekend visitation shall begin on \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.

Weekend visitation shall end on \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.

- The first and third weekend of each month.
- The first, third, and alternate fifth weekend of each month.
- The second and fourth weekend of each month.
- The second, fourth and alternative fifth weekend of each month.
- Every other weekend starting on (date)\_\_\_\_\_.

**2. Weekday visitation**

Weekday visitation begins at \_\_\_\_\_  a.m.  p.m. and ends:

- at \_\_\_\_\_ p.m.; *or*
- at the designated time when the child(ren) is/are to be returned to school or day care on the next morning; *or*
- Other: \_\_\_\_\_  
\_\_\_\_\_

Weekday parenting time/ visitation shall be as follows(*choose an item*):

- None.
- Every \_\_\_\_\_ (*insert day of week*) evening.
- Every other \_\_\_\_\_ (*insert day of week*) evening during the week before a non-visitation weekend.
- Every \_\_\_\_\_ (*day*) and \_\_\_\_\_ (*day*) evening.

Other: \_\_\_\_\_  
\_\_\_\_\_

**B. Make-up time**

In the event any parenting time/visitation set forth herein above is denied the *Secondary Physical Custodian (SPC)* because of any unforeseen emergency or illness, the *Primary Physical Custodian (PPC)* shall promptly notify SPC and the parents shall, at that time, agree to an alternate time for make up time with the child(ren) so as to insure that SPC's total number of days with the child(ren) shall not be decreased. In the event the parents cannot agree at that time as to the appropriate make-up time, then the SPC's default make-up time shall be the very next 'non-holiday' weekend/weekday thereafter.

**3.  
FALL AND WINTER HOLIDAYS AND VACATION**

The holiday parenting time/visitation schedule takes precedence over the regular parenting time/visitation schedule unless otherwise indicated below.

This schedule shall follow the annual  Gwinnett County Public Schools  
 \_\_\_\_\_ published calendar unless otherwise indicated.

- Holidays that fall on Friday include the following Saturday and Sunday.
- Holidays that fall on Monday include the preceding Saturday and Sunday.

**A. Thanksgiving**

In even-numbered years \_\_\_\_\_ shall have the Thanksgiving holiday period.

In odd-numbered years \_\_\_\_\_ shall have the Thanksgiving holiday period.

The Thanksgiving time period shall begin \_\_\_\_\_  a.m.  p.m.  
on Wednesday and shall end at \_\_\_\_\_  a.m.  p.m. on Sunday.

Other beginning/end times for Thanksgiving break:

\_\_\_\_\_  
\_\_\_\_\_

**B. Fall Break.** Unless indicated otherwise, the day to day schedule will apply.

**C. Winter Vacation**

*(First period begins on the date school is dismissed. The second period begins on the date chosen by the parties and ends on the day before school resumes. The same schedule applies to pre-school age children. The parents shall follow the annual Gwinnett County Public School calendar unless otherwise indicated herein.)*

In even-numbered years \_\_\_\_\_ shall have the first Winter break period and shall have the second Winter Break period in odd-numbered years.

In odd-numbered years \_\_\_\_\_ shall have the first Winter break period and shall have the second Winter Break Period in even-numbered years.

***First Winter Break Period***

The first Winter Break period begins the day school is dismissed at \_\_\_\_\_  a.m.  p.m., and shall end \_\_\_\_\_  a.m.  p.m. on December \_\_\_\_\_.

***Second Winter Break Period***

The second period begins from the day and time indicated above until 6:00 p.m. on the evening before school resumes. Unless otherwise indicated, the parties shall alternate the first and second periods each year.

Other agreement of the parents/order of the court:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**4.**  
**SPRING AND SUMMER VACATION PERIODS**

**A. Spring Break** *The parents shall follow the annual Gwinnett County Public School calendar unless otherwise indicated herein.*

Consecutive days during the month(s) of March or April when the traditional school year calendar has a one week holiday period. (May include and supersede Easter Sunday in certain years.)

Other definition: \_\_\_\_\_

The spring/summer parenting time/visitation schedule takes precedence over the regular parenting time/visitation and holiday parenting time/visitation schedule unless otherwise indicated below.

**Odd-numbered years**

Parent who has Spring Break: \_\_\_\_\_

Begins on the day school ends at (time): \_\_\_\_\_

Ends on Sunday before school resumes at (time): \_\_\_\_\_

**Even-numbered years**

Parent who has Spring Break: \_\_\_\_\_

Begins on the day school ends at (time): \_\_\_\_\_

Ends on Sunday before school resumes at (time): \_\_\_\_\_

The day-to-day schedule applies for Spring Break each year

**B. Summer Vacation** (Define summer vacation period)

Summer break consists of the weeks during the months of June, July and August from when the traditional school ends until the beginning of the traditional school year.

Other \_\_\_\_\_

- Each parent will choose their summer vacation time every year (complete Option 1 below)
- Each parent will have summer vacation with the children at the same time every year (complete Option 2 below)
- There will be no summer vacation time; the regular schedule will apply (do not complete either Option below)

Each parent has the right to have sole and exclusive summer vacation time with the child(ren) which supersedes other weekend and other parenting time/visitation.

**OPTION 1: Summer Vacation Period Chosen Annually**

The plan incorporates the duty to give advance notices, effect of failure to give timely notice and summer vacation times periods to be chosen on a year to year basis.

	<b>Primary Physical Custodian</b>	<b>Secondary Physical Custodian</b>
Advance notice shall be given	April_____	April _____
no later than:		
<i>(Intent of this advance notice provision requires that the parents coordinate their respective vacation plans and any summer camp/extracurricular activities for any child.)</i>		

<b>Failure to give notice:</b>	Then SPC has first priority to select his/her weeks.	Then PPC has first priority to select his/her weeks.
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<b>Amount of time shall be inclusive of weekend times with that parent and shall be consecutive</b>	A period of _____weeks	A period of _____weeks
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- Failure to give notice by the established date means that if the parent later chooses to exercise summer vacation time, he/she must give at least 2 weeks advance notice to the other parent and is subject to the other parent’s existing plans for the children
- The Secondary Physical Custodian’s vacation time may not be scheduled during the first seven days following the end of the school year or during the final seven days before the beginning of the school year.



- When the child(ren) is/are with a parent for an extended parenting time/visitation period (such as more than customary vacation time during the summer), the other parent shall be entitled to visit with the child(ren) during this extended period, which is defined as a period of more than \_\_\_\_\_ weeks. In such event, then weekend visitation on the same rotating schedule as this parent would typically have during the school year when the child(ren) reside with that parent.

**OPTION 2: Fixed Summer Vacation Annually**

[do not complete if you selected Option 1 above

<b>PRIMARY PHYSICAL CUSTODIAN'S SUMMER VACATION</b>		
	<b>Vacation Begins</b>	<b>Vacation Ends</b>
<b>Month of the Year</b>		
<b>Week of the Month (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)</b>		
<b>Day of the Week</b>		
<b>Time of the Day</b>		

<b>SECONDARY PHYSICAL CUSTODIAN'S SUMMER VACATION</b>		
	<b>Vacation Begins</b>	<b>Vacation Ends</b>
<b>Month of the Year</b>		
<b>Week of the Month (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>)</b>		
<b>Day of the Week</b>		
<b>Time of the Day</b>		

**5.  
OTHER HOLIDAY PERIODS (if applicable)**

*Indicate if child(ren) will be with the parent in ODD or EVEN numbered years or indicate EVERY year. Holiday weekends begin at \_\_\_\_\_ p.m. on the Friday before the holiday and end at \_\_\_\_\_ am pm on the holiday, unless otherwise specified. Holiday weekends supersede normal weekend parenting times but holidays are superseded by spring/summer vacation as may be applicable in a given year.*

	PPC	SPC
Martin Luther King holiday weekend		
President's Day		
Easter weekend		
Memorial Day holiday weekend		
Mother's Day weekend		
Father's Day weekend		
4 <sup>th</sup> of July holiday (Summer vacation supersedes.)		
Labor Day holiday weekend		
Halloween evening _____p.m. to _____p.m.		
Child's birthday	The parent shall celebrate the child's birthday on their respective parenting time weekend /weeknight nearest in time as they so elect.	
Father's/Mother's Birthday	The parent shall celebrate their own birthday with the child on their respective parenting time weekend/weeknight nearest in time as they so elect.	
Other holidays/religious days:		
_____		
_____		

**Other extended periods of time during school, etc.** (refer to the school schedule, if applicable.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
PPC's Initials

\_\_\_\_\_  
SPC's Initials

**6.**  
**TRANSPORTATION**

**A. Meeting Location**

The parents shall exchange the children for visitation at:

- Primary Physical Custodian’s residence
- Secondary Physical Custodian’s residence
- Other location: \_\_\_\_\_

[Specify landmark name,  
address, highway  
number/exit, etc.]

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. Responsibility for Transportation**

The parent responsible for transportation is [*choose only one option*]:

- Option 1: The following person is responsible for all visitation related transportation:
  - Primary Physical Custodian
  - Secondary Physical Custodian

- Option 2: Both parents are responsible for transportation for each visit as follows:

Parent responsible for transportation at the beginning of visitation: \_\_\_\_\_

Parent responsible for transportation at the end of visitation: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- The Secondary Physical Custodian (SPC) shall arrive to pick up the children for visitation within 30 minutes of the scheduled time, or shall lose that visitation opportunity. In the event the SPC exceeds the grace period, the visitation for that period is forfeited unless the SPC suffers a breakdown or delay en route and the SPC promptly notifies the PPC by phone of the delay.
- If a parent does not possess a valid driver’s license, he or she must make reasonable transportation arrangements to protect the children while in the care of that parent.
- Each parent may designate, from time to time hereafter, a responsible adult to assist them in transporting the children.

**7.**  
**PARENTING TIME REQUIREMENTS**

- Each parent shall return all the child's clothes and personal effects delivered to them by the other parent when the children are exchanged for visitation purposes.
- Each parent must notify the other parent prior to taking the children more than \_\_\_\_\_ miles away from the parent's residence overnight.
- Neither party shall have his or her girlfriend, boyfriend, or other overnight guest who is unrelated by blood or marriage spend the night when the child(ren) is/are present.
- Due to a history of alcohol and/or drug abuse by the  Plaintiff  Defendant, that/each parent is prohibited from consuming alcohol or illegal drugs when the child(ren) are in his or her custody.
- Neither parent will discuss past, present or future litigation with the children.

**8.**  
**COMMUNICATION REQUIREMENTS**

**A. Parent to Parent**

Each parent shall promptly notify the other parent of a change of address, phone number or cell phone number. A parent changing their residence must give at least 30 days advance notice of the change and provide the full address of the new residence and phone number.

Exception: Due to prior acts of family violence, the address of the children and victim of family violence shall be kept confidential. The protected parent shall promptly notify the other parent, through a third party, of any change in contact information necessary to conduct visitation. No further communication is required.

It is presumed the Secondary Physical Custodian (SPC) will exercise all available parenting/visitation times. However, if the SPC is **NOT** going to exercise a specific parenting time, or **NOT** going to exercise parenting time for a specified period of time, then the SPC shall give notice to the Primary Physical Custodian (PPC) by phone, text message or email of his/her intent to **NOT** exercise parenting times as follows:

**(Check this box if the non-custodial parent shall give notice of intent to exercise parenting time):** Under this alternate provision, if the non-custodial parent **IS** going to exercise a specific parenting time, then the non-custodial parent shall give notice to the primary custodial parent by phone, text message or email of his/her intent to exercise parenting times as follows:

- Weekend and weekday: at least 72 hours advance notice
- Holiday weekends and vacations: at least 7 days advance notice
- Summer vacation: at least 4 weeks advance notice
- No parenting/visitation time for a specified period (weeks, months, etc.): immediate notice.
- Other: (if applicable) \_\_\_\_\_  
\_\_\_\_\_

**B. Parent to Child**

When the children are in the physical custody of one parent, the other parent has the right to contact the child(ren) as follows:

- Reasonable telephone access, defined as no more than one call per day between the hours of \_\_\_\_\_ a.m. and \_\_\_\_\_ p.m.
- Reasonable text message or email
- By cell phone provided to the child(ren) at the sole expense of \_\_\_\_\_
- Other: \_\_\_\_\_  
\_\_\_\_\_

The purpose of this provision is to maintain reasonable contact with the children and shall not be used to harass, annoy, interfere or unreasonably pry into the personal life of the other parent.

Neither parent will monitor the telephone conversations their children have with the other parent.

- Neither parent will disparage, complain about, criticize, or blame the other parent or the other parent's family members in the presence of the children, and shall instruct others to refrain from such conduct in the presence of the children.

- Neither parent shall place the children in the position of relaying messages or communications between the parents. The parents shall communicate between themselves and not through the children. Both parents acknowledge and agree that having the children act as the messenger between them is unfairly and unnecessarily stressful to the children.

**9.**  
**ACCESS TO RECORDS AND INFORMATION**

Absent agreement to limitations or court ordered limitations, pursuant to O.C.G.A. § 19-9-1(b)(1)(D), both parents are entitled to access to all of the children’s records and information, including, but not limited to, education, health, extracurricular activities, and religious communications. Designation as a Secondary Physical Custodian does not affect a parent’s right to equal access to these records.

The parents shall take the necessary action with school authorities of the schools in which the children are enrolled to:

- List both parents as a parent of the children.
- Authorize the school to release to both parents any and all information concerning the children.
- Ensure that both parents receive copies of any notices regarding the children.

**10.**  
**MODIFICATION OF PLAN OR DISAGREEMENTS**

Parties may, by mutual agreement, vary the parenting time/visitation; however, such agreement shall not be a binding court order.

Custody and child support may ONLY be lawfully modified by court order.

Should the parents disagree about this parenting plan or wish to modify it, they must make a reasonable good faith effort to resolve the issue between them.

**11.  
PARENT'S CONSENT**

Please review the following and initial:

- 1. We recognize that a close and continuing parent-child relationship and continuity in the child's life is in the child's best interest.

PPC's Initials: \_\_\_\_\_ SPC's Initials \_\_\_\_\_

- 2. We recognize that our child's needs will change and grow as the child matures; we have made a good faith effort to take these changing needs into account so that the need for future modifications to the parenting plan are minimized.

PPC's Initials: \_\_\_\_\_ SPC's Initials: \_\_\_\_\_

- 3. We recognize that the parent with physical custody will make the day-to-day decisions and emergency decisions while the child is residing with such parent.

PC's Initials: \_\_\_\_\_ SPC's Initials: \_\_\_\_\_

We knowingly and voluntarily agree on the terms of this Parenting Plan. Each of us affirms that the information we have provided in this Plan is true and correct.

\_\_\_\_\_  
Primary Physical Custodian's Signature

\_\_\_\_\_  
Secondary Physical Custodian's Signature

\_\_\_\_\_  
PPC's Printed Name

\_\_\_\_\_  
SPC's Printed Name

**ORDER**

The Court has reviewed the foregoing Parenting Plan, and it is hereby made the order of this Court. Each party is ORDERED and directed to comply with the terms and provisions set forth herein. **HEREIN FAIL NOT. SO ORDERED,** this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
JUDGE  
GWINNETT COUNTY SUPERIOR COURT

\_\_\_\_\_  
PPC's Initials

\_\_\_\_\_  
SPC's Initials

