

EDUCATION BACK TO SCHOOL ORGANIZATION CHECKLIST

- If your child is going to a new school, walk or ride the route prior to the first day of school and make sure they know how to get to the classroom
- Put your child's name on the back of everything
- Go through your child's closet with him/her and donate items they can no longer wear
- Toss out old school papers and workbooks

Tip: Restrict yourself to one container for each child to keep what's most important to you

- Have extra school supplies handy; stock up on school supplies during sales
- Organize your child's important papers (immunizations, emergency contact sheets, etc.)

Tip: Set up easy to access files for each child

- Create a homework center
- Create an area where children can pick up backpacks, lunches and other school supplies each morning on the way to school
- Make lunches the night before
- Lay out or choose clothing the night before
- Pack the backpack the night before
- Create a family calendar

Tip: Transfer all appointments, activities, etc. to this calendar so the whole family can refer to it

- Put your school's website in your favorites
- Create special boxes for papers that need to be signed and for notes to be read

Tip: Tell children that any paperwork that requires your signature or any notes that you must read should be placed in these boxes as soon as they get home from school

- Set up laundry rules so that uniforms, gym clothes, etc. are cleaned and returned when needed

Tip: Mark a separate laundry basket for these types of clothing

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