

## **Tips Getting Organized for the Upcoming School Year**

### **Elementary grades:**

Go through backpacks every day. If papers need to be signed, sign it then and put it back in their backpacks. If you have to remember something special about the event, you can copy, scan or take a picture of the document and refer to it when it gets closer to the date. I also use a whiteboard on my refrigerator to remind me of the event and what the kids were asked to bring.

To store large art projects, you can use two poster papers and staples 3 sides together and leave one side open and slip the projects into it. Or you can take a picture of your child with the large projects that you cannot keep in a storage container.

You can choose to keep all the worksheets and then at the end of the year, spread them out over a large flat surface, such as a kitchen table and keep your favorites. Or you can make decisions when you are pulling things out of their backpacks on what you would like to keep and create a home (shoebox in their bedroom works great).

To store 8 ½ X 11 papers and worksheets, I use a hanging file folder for each year and each child. This gets stored in our basement. I bought a storage container that has rails so the hanging folders don't fall over.

Have your child complete their homework before playing. It's great for them to have a reward and most kids need a little motivation to finish their homework.

### **High school and middle school:**

Keep all papers until the marking period is over or until the end of the year. You can check with their teachers as well because if a child is having a final exam, some teachers use materials from the beginning of the school year. I use a shoebox in each child's closet and just placed their papers in this box as the year progressed. If a child received a "missing assignment", then it was easy for us to go to the shoebox and find it there. Teachers are human and everyone can make mistakes.

At the beginning of the school year, you will probably receive a few sheets of papers from the teachers explaining what kids will be learning in their classes and the teachers' expectation. This may also give you ways that the teachers would like to be contacted if you have any questions – such as their email address and what times might work best with their schedules.



Work with your child on large projects and assignments by breaking them down into manageable segments. Talk to them about having different deadlines so that you are not staying up all night trying to complete the assignment the night before.

Build good study habits. How does your child remember things for tests? Do some research and see what ways might work for them. Some kids need to write things down on index cards, other kids remember things by repeating things to themselves.

Talk to them about time management. If they have a sporting event that night, how will they get their homework done or study for a test?

If your child is struggling with a course, talk to the teacher and see what is available for extra resources.

**Other tips:**

Post your children's schedule in an accessible area so you may reference it.

Post the cafeteria menu. You can circle the hot lunches and then other days, the kids can bring their lunches from home.

Develop schedules and try to stick to them. Habits are a great thing.

Limit their screen time. Use a timer so you are not the bad guy.

Get everything ready the night before. Mornings are a busy time for most families.

Have healthy snacks on hand. When my kids came home from school, they were starving, so it was nice to have some healthy snacks accessible and handy.

Give things "homes". Where do their backpacks and lunch bags go when they come home and are waiting for them in the morning?

Some kids need a little more time deciding on what they want to wear to school. They should plan that the night before.

Listen to the forecast and be prepared for the changing temperatures. The cold weather will be upon us in no time at all so know where your cold weather gear is.



Parents should get involved in school. Go to the PTO meetings, read the newsletters, checkout the school's website, and don't be afraid to ask questions.

Buy the appropriate supplies. When the kids come home at the end of the school year, what can they re-use? Many things can be used the following years, but it's up to us to put them away for the summer so that come this time-frame, we can pull things down or open the boxes where they were stored for the summer and take inventory and then just buy things you need. When kids are in high school, some supplies cost more money so instead of labeling it the child's first name, I started using our last name. Plus I try to buy not gender specific so both of our kids can use them.

### **Schedules:**

Building a Family Binder was very helpful to me as the kids got older and more involved in extra-curricular activities.

You can use a 1/4" binder, sheet protectors and tabs to build your binder. The sheet protectors make it easy to slip papers in and out of the binder, so you don't have to look for your 3-hole punch. As well the tabs differentiate the different family members and their corresponding schedules.

I use a 2-step process where I use a paper calendar that is portable and then put everything into my iPhone and then sync my iPhone with my outlook calendar that resides on my laptop.

Other families have had success with putting everything into Google Calendar or using a website such as [www.Cozi.com](http://www.Cozi.com). This app helps you organize your schedules, shopping lists, chores, and to-do lists.

Encourage your child to get a peaceful night's sleep. In order to do this, you may have to have a rule that all their electronics go into the kitchen after 8 or 9pm so that your children are not receiving and sending texts out in the middle of the night.

### **Morning Routines:**

Find out how much time each person is going to need in the bathroom.

Can anyone take showers the night before, so the bathroom is a little less occupied?

Girls can do their hair and makeup in their bedrooms.



Plan a menu and ask for input. Try to explain to the kids that you want them to have a balanced breakfast.

How much time do you need in the morning? Then add 15 minutes. Setting a timer may also help.

Make the lunches the night before or at least get their snacks and drinks ready.

If you have any other tips to add, please send an email to [Betty@LogicalPlacement.com](mailto:Betty@LogicalPlacement.com)

Best wishes for a successful school year!

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