

Back to School Checklist

- Find out when school starts – Mark your calendar and tell your children the date
- Notify the school of any health issues or allergies your child has
- Arrange before care and after care
- Arrange getting to and from the bus or school
- Fill out necessary forms like emergency contact if the school doesn't have it already
- Get on school contact list for closure announcements (email or phone)
- Get school calendar – write all half days and holidays. Make yourself a note a week in advance so you have time to make alternate arrangements for child car or pick up, if needed
- Have your children memorize your address and phone number
- Donate old toys and clothes
- Buy school supplies (check school web site for a list or wait for teacher instructions to avoid wasting money on folders and binders they can't use anyway)
- Buy clothing if needed (things that can mix and match give more options)
- Establish a bedtime for school (gradually work back to that in advance, if summer bedtime is later)
- Consider alarm clocks for the kids (and/or lamp with timer)
- Establish a homework time and location
- Set limits on TV, video games and/or computer usage
- Are clothes washed for the first few days/week of school?
- Have child choose clothes for each day of the first week and set them aside
- Do you have food for breakfasts and lunches?
- Prepack some of the lunch the night before (juice box, fruit, snack, etc.)
- Label backpack and lunch bag/box with child's name
- Establish an evening routine (shower, clothes out for tomorrow, read, etc.)
- Follow a morning routine (dress, eat, brush, finish packing lunch, confirm homework in backpack)
- Have child place jacket, backpack by door to show they are fully ready to go
- Require child to be fully ready to go (sneakers on, backpack & jacket at door) before turning on the TV, to avoid last minute chaos
- After school, have a place that sneakers and backpack/homework always reside, to avoid craziness the following morning
- Create a place for papers that need parent review, so they don't get covered on the kitchen counter or dining room table
- Attempt to do something for yourself before the kids awake (exercise, read, shower, etc.)

This back to school checklist developed and provided courtesy of:



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In Order helps people get more organized (in their home, personal life or business) by working with them and their paper, clutter, space, and routines. Organized spaces like closets, garages and offices can be designed and installed or custom-built. *Feel free to copy and share this checklist.*