



# BACK TO SCHOOL

## Checklist

### Alamo Title

Marketing Department 512.483.6710

Information taken from [onlineorganizing.com](http://onlineorganizing.com)

#### BUYING SCHOOL CLOTHES AND SUPPLIES

- Paper, folders, pens, pencils, markers, crayons, etc.
- Shop ahead of time for sales throughout the year
- Buy extras of "essentials" and put them away for later
- Buy off-brands whenever possible to cut costs
- Simplify your child's wardrobe to "mix-and-match"
- Take an inventory before heading out to the stores
- Shop with a list to avoid buying things you don't need

#### CLEARING OUT THE CLUTTER

- Go through closets and give away clothes / shoes that don't fit
- Help your kids let go of old toys and outdated interests
- Clean out old school supplies to make room for the new
- Spend one day before school starts organizing your child's storage
- Do it "with" your kids, and not "for" them
- Have each child's room spotless by the night before school starts

#### CONTACT THE SCHOOL

- Find out if any physical examinations or immunizations required
- See if any new registration requirements this year
- Get your child's schedule and names of teachers
- Names and contact info for your child's classmates' parents
- Give school emergency phone numbers to reach you
- Designate others who may care for your child in your absence
- Get copy of school policies (absence, illness, discipline, etc.)

#### CREATING A LAUNCHING PAD

- Set up a spot near the door for items that need to go to school
- Backpacks, school books, sports equipment, instruments, etc.
- Spend 15 minutes each night gathering supplies for tomorrow
- Use a cubby for each kid if you have several children
- No more hunting for missing books and supplies in the morning

#### GETTING READY AHEAD OF TIME

- Make lunches the night before to save time in the morning
- Do "non-perishables" (juice box, chips, fruit) a week at a time
- Put in pantry in lunch bags labeled with child's name and day
- Lay out your child's clothes for the entire week on Sat. or Sun.
- Collect up school supplies for next day before going to bed
- Plan out and shop for a week's worth of dinners at once

#### MAKING BEDTIME EASIER

- Have a set schedule (homework, dinner, play, bath, etc.)
- Spend 15 minutes before bed straightening up
- Gather all supplies for the next day before bed
- Create "calming" rituals (bath, reading, soft music) before bed
- Help kids get up in time by insisting on a strict bedtime
- Stay away from TV late at night

#### MORNING RITUALS

- Set an alarm clock allowing plenty of time to get ready
- Complete your AM routine before the kids start to get going
- Simplify your morning routine as much as possible
- Complete as many "getting ready" chores the night before as can
- Have a set schedule (shower, dress, breakfast, chores, etc.)
- Make mornings fun with music; stay away from TV distractions
- Create a sense of structure to start off the day
- Put breakfast supplies within kids' reach to make things easier
- Develop consequences for not being ready on time

#### PUTTING YOUR SCHEDULE IN ORDER

- Set up a central family calendar in a high-traffic area
- Family meeting once a week to discuss each person's schedule
- Record each person's appointments in a different color marker
- Make each child responsible for reporting his / her activities
- Schedule in regular appointments (soccer practice, piano lessons)
- Immediately transfer dates from other schedules to your calendar
- Be sure to block off family time at least once a week