

# Back to School Checklist

With the new school year imminent, it's time to get 'Back to School' ready with these Top 10 Tips.

## 1. Review Your Routines

Put everything here that is not a bill or an important piece of paper. By having a place for kids artwork, magazines etc, you can keep all the items that don't need action but can't be thrown away separate & grouped. Use Standing folders such as the *Bamboo File Holders*, with a label on the front. Assign one to each member of the family.

## 2. Make After School Plans

This is for everything that needs action and then needs to be kept. Set up a "paper-in" area using a *Bamboo Desk Tray* or *Faux Leather File Tray* to prioritise paperwork and bills. Once you have paid bills or dealt with the paperwork, move it into folders.

## 3. Check The School Has All Your Contact/ Medical Information

Archive old projects and store files that are rarely used but you still need access to from time to time. Archive boxes such as the *Viola Storage Box* are practical and look good. Available in a variety of sizes, make sure you label your archive boxes to allow you to easily re-find documents when you need them.

Howards also has a clever *plastic Archive Box* that's much more durable than a cardboard archive box.



## 4. Create A School Hub

The finishing touch to your paper workflow and management system is your waste solution. A smart office has one bin for recycling and another for shredding; it's kind on the environment and makes it easier to protect against identity theft.

### 5. Stock Up On All That's New

If needed, purchase new uniforms, school shoes, socks, hats, sports uniforms, new lunchbox/drink bottle/insulation bag, school bag, pens, pencils, exercise books and remember to **LABEL** it all. Then donate or sell what they have grown out of.

### 6. Playdates

With younger kids, invite school friends around for a play date. This is a particularly good idea for kids who are a little anxious about returning to school.

### 7. Organise

Get a folder or big plastic sleeve to file school notes for your action. Throughout the year you will need to regularly sit down with your diary, purse and envelopes to keep on top of the outgoings.

### 9. Arrange Transport To And From School For Your Child

**Bus:** Make sure your child knows where and when to be picked up before and after school.

**Bike:** Review road safety and make sure your child has a helmet.

**Walking:** Walk the route together!

### 10. Bake Treats

Ask the kids to pick their favourite baked treat and make enough of them to last for the term. Freeze them quickly (or else the purpose of the exercise is void).



<b>Weekly Planner</b>		howards <sub>storage world</sub>						
Family Member	Time of Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	MORNING							
	SCHOOL							
	AFTERNOON							
	MORNING							
	SCHOOL							
	AFTERNOON							
	MORNING							
	SCHOOL							
	AFTERNOON							
	MORNING							
	SCHOOL							
	AFTERNOON							

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### 8. Plan To Be Involved

Mark the school events on the family calendar and attend any back to school programmes. If your schedule allows it try to find one morning a month to volunteer at the school. Your child will love having you in the canteen or helping with reading!