

# Keeping Organized

Now is an excellent time to take a careful look at your Learning Center, records, and files. The following checklist will help you spot areas needing organization and improvement. Check through your materials to see what is needed for the next school year and begin planning now for an organized and efficient 2010-2011 school year.



- ✓ Organize and straighten bookshelves in your Learning Center or library; this will allow your children easy access to the selections.
- ✓ Gather any items that you no longer need; consider donating them to charity.
- ✓ Place themed or encouraging posters around your Learning Center for the new school year.
- ✓ Clean desks, learning tables, and all other surfaces used by the student.
- ✓ Replace, update, and file Score Keys and PACEs.
- ✓ Organize files and records; this will help you know exactly what you need to reorder.
- ✓ Restock school supplies.
- ✓ Order A.C.E. curriculum and materials.
- ✓ Create a school calendar; include holidays, field trips, and other exciting activities. Post a copy in the student's learning area.
- ✓ Finally, HAVE FUN organizing your child's Learning Center!