

KIDS' CHECKLIST

MORNING



- ☐ Pack backpack using backpack checklist



- ☐ Check the "What do I need to take to class tomorrow" portion of your planner

AT SCHOOL



- ☐ Take out your planner and the materials you need at the start of each class/subject



- ☐ Use a launch kit if you are using one



- ☐ As soon as you get your homework, write it in your planner



- ☐ Write down what materials will be needed to finish your assignments as soon as you it is assigned



- ☐ Put your papers in their home right away



- ☐ Put other objects (pencils, materials needed for homework) in their home right away



- ☐ Look at your backpack checklist and make sure you have everything you need

AFTER SCHOOL



- ☐ Create your Afternoon Pattern



- ☐ Look at your planner and long term calendar to make your pattern



- ☐ For any long term assignments/projects assigned today, use the task planning checklist to plan out what needs to be done



- ☐ When it is time for homework, follow your homework plan



- ☐ Complete weeding out of backpack and folders (can be done daily up to 1x week)



- ☐ Complete "Check it out"

PARENTS' CHECKLIST

MORNING



- ☐ Give a friendly reminder for the backpack checklist



- ☐ Give a friendly reminder for checking what needs to be brought to class tomorrow

AFTER SCHOOL



- ☐ Transfer any long term assignments assigned today to the long term calendar



- ☐ Give a friendly reminder for checking what needs to be brought to class tomorrow



- ☐ Give a friendly reminder and help if needed for weeding out papers
- ☐ Follow the reward plan you have with your child as they practice these skills

TERMS

HOMEWORK PLAN

- When should your homework be completed
- Where should your homework be completed?
- What else can your child do? Is music okay? Texting? Emailing?
Multiple tabs open on the computer?
- What if your child has questions?

AFTERNOON PATTERN

- A custom schedule created each day that includes what needs to be done from after school to dinner time. This schedule should include:
 - Assignments (check the planner and the calendar)
 - Activities (sports, hobbies, clubs, playdates, etc)
 - And routines to keep everyone in the family healthy and on track (enough time for sleep, meals and physical activity)

TASK PLANNING

A checklist that helps you break down bigger goals into steps, and take action toward each step

- What steps do you need to do?
 - What stuff do you need?
 - How long will each step take?
 - What is the order?
 - Add steps to your long term calendar
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