

Educators, this is a small sample of what you will get when you order this Parent Guide. We know that when you see the scope and value of the information you can receive, you'll want to order the entire Parent Guide. See back page for ordering details.



Helping Children Get Organized For Homework and Schoolwork

One of a series of Parent Guides from



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Manage Backpacks and School Materials at Home

Here are some suggestions for organizing the things your child brings home from school.

- 1 Have a set place for the backpack. Just as at school, your child's backpack should "live" in one place at home. The idea is that when he comes home, he puts the backpack in its place, removes the necessary materials, and puts them in their assigned places. Later, when it's time to put the completed materials back in the backpack for the next day, he knows exactly where the backpack is. The next day, when it's time to leave for school, the backpack again is to be found in its usual place. No time is wasted hunting for the backpack.
- 2 Set up a filing system. On many days, children come home with a backpack full of papers. Some are for homework, some need your signature, others are examples of completed schoolwork or artwork. Set up four files or bins for papers.
 - One bin should hold papers that need your signature.
 - Another should hold informational papers (such as notes about upcoming school events).
 - The third bin is for completed work.
 - The fourth is for information about schoolwork due at a future date, such as handouts about tests and long-term projects. Papers and books needed for that night's homework should go immediately to your student's desk or workspace.

- 3 Set up a calendar system. Once papers are organized, use them to transfer information to a calendar. Write down test due dates, project due dates, deadlines for signed papers and materials to return to school, and dates for school events on a large family calendar in your kitchen, or on a calendar your child keeps in her work area.



- 4 Periodically go through your files. Several times a week, go through filed papers with your child. Once an event or test date has passed, or you've met a deadline, get rid of the paperwork. Exceptions: your student may need to keep old tests or completed schoolwork to help him study for midterms or finals. And you'll want to keep artwork or projects he's especially proud of.

Other Parent Guides Available From The Parent Institute®

Educators,

Like the other 24 titles, this Parent Guide is a concise summary of the latest and best information on this topic as you help parents help their children to succeed in school and life. The topics were chosen based on the most frequently requested learning topics from educators and parents. Formatted for the busy parent in mind, they are full of no-nonsense, easy-to-implement, practical ideas that have been proven to work. The complete list of titles is below:

10 Great Ways to Teach Children Responsibility
25 Ways You Can Put the Power of Routines to Work for You and Your Child
52 Great Ways Families Can Spend Time Together
Developmental Milestones for Preschool Children—Is My Child on Track?
Preparing Your Child for Reading Success—Birth to Age Five
How to Choose the Best Preschool or Day Care for Your Child
Common Discipline Problems of Preschoolers and How to Solve Them
37 Experiences Every Child Should Have Before Starting School
Getting Your Child Ready for Kindergarten
The Road to Reading Success—Elementary School Years
Common Discipline Problems of Elementary Schoolers and How to Solve Them
31 Alternatives to TV and Video Games for Your Elementary School Child
Give Your Child the Edge: 10 Teachers' Learning Secrets Parents Can Use
How to Help Children Do Their Best on Tests
Helping Children Get Organized for Homework and Schoolwork
Help Your Child Develop Good Learning Styles
How to Instill the Character Traits of Success in Your Child
Seven Proven Ways to Motivate Children to Do Better in School
Help Your Child Deal With Bullies and Bullying
Help Your Child Deal With Peer Pressure
How to Help Your Struggling Student
Common Discipline Problems of Teenagers and How to Solve Them
What to Do If Your Child Has ADD/ADHD
Common Discipline Problems of Middle School Children and How to Solve Them
Making a Smooth Transition to Middle School

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