

Aux Sable Elementary School

“Thursday News”

November 29, 2007

“Tips for Developing Organizational Skills in Children”

Developing good organizational skills is a key ingredient for success at Aux Sable Elementary School and in life. Although some people by nature are more organized than others, anyone can put routines and systems in place to help a child become more organized. What follows is a list of strategies that parents can use to help their children with becoming more organized.

Use checklists.

Help your child get into the habit of keeping a "to-do" list. Use checklists to post assignments and reminders about what materials to bring to class. Crossing completed items off the list will give him a sense of accomplishment.

Organize homework assignments.

Before beginning a homework session, encourage your child to number assignments in the order in which they should be done. She should start with one that's not too long or difficult, but avoid saving the longest or hardest assignments for last.

Designate a study space.

Your child should study in the same place every night. This doesn't have to be a bedroom, but it should be a quiet place with few distractions. All school supplies and materials should be nearby. If your young child wants to study with you nearby, too, you'll be better able to monitor his progress and encourage good study habits.

Set a designated study time.

Your child should know that a certain time every day is reserved for studying and doing homework. The best time is usually not right after school -- most children benefit from time to unwind first. Include your child in making this decision. Even if she doesn't have homework, the reserved time should be used to review the day's lessons, read for pleasure, or work on an upcoming project.

Keep organized notebooks.

Help your child keep track of papers by organizing them in a binder or notebook. This will help him review the material for each day's classes and to organize the material later to prepare for tests and quizzes. Use dividers to separate class notes, or color-code notebooks. Separate "to do" and "done" folders help organize worksheets, notices, and items to be signed by parents, as well as provide a central place to store completed assignments.

Conduct a weekly clean-up.

Encourage your child to sort through book bags and notebooks on a weekly basis. Old tests and papers should be organized and kept in a separate file at home.

Keep a master calendar.

Note dates when your child has big exams or due dates for projects. This will help family members keep track of each other's activities and avoid scheduling conflicts.

Prepare for the day ahead.

Before your child goes to bed, he should

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pack schoolwork and books in a book bag. The next day's clothes should be laid out with shoes, socks, and accessories. This will cut down on morning confusion and allow your child to prepare quickly for the day ahead.

Provide needed support while your child is learning to become more organized.

Help your child develop organizational skills by photocopying checklists and schedules and taping them to the refrigerator. Gently remind her about filling in calendar dates and keeping papers and materials organized. Most importantly, all of us involved in the lives of children must set a good example.

Tips for Reading with Your Children

- Spend time with your children talking, telling stories and singing songs.
- Read to and with your children every day.
- Let your children help choose the books you read together.
- Change your voice and the pace that you read to fit the story.
- After reading a book, talk about the story.
- Let your children see you reading books, newspapers, and magazines.

- Take your children to the library regularly.
- Find a comfortable place to read to your children.

Upcoming Events

Friday November 30th: Picture Re-take Day at Aux Sable Elementary School

Saturday December 1st: PTO Santa's Workshop at Aux Sable Elementary School from 9:00 a.m. – 12:00 p.m.

Tuesday December 11th: Fourth and Fifth Grade Honor Roll Assembly at Aux Sable Elementary School from 2:45 p.m. – 3:10 p.m.

Thursday December 13th: D.A.R.E. Parents Night at Aux Sable Elementary School from 7:00 p.m. – 8:30 p.m.

Thursday December 20th: Kindergarten Christmas Program at Aux Sable Elementary School from 6:30 p.m. – 7:30 p.m.

Have a great week! –

Mr. Martin