

ORGANIZING RESOURCES

PLANNING TIPS

- Be flexible with your learning schedule- it's okay to work it around your daily work demands
- Stick to a structure, not a timed schedule. This allows flexibility with boundaries and predictability
- Display your daily/weekly schedule for kids to follow too
- Create a challenge out of completing all the schedule blocks/activities with your kids. The incentive may encourage them to follow it better than you.
- Take a few minutes of prep every day to ensure you have what you need, the last thing you want is to be missing an item your kids' need when you're in a meeting
- Plug in electronic devices every night to ensure they are ready the next day

ORGANIZATIONAL TIPS

- Set up a learning space that kids use everytime they are in learning mode
- Create a folder for each child with pockets to store daily activities
- Develop a system for older kids to interact/teach younger kids. Read alouds, drawing, crafts, building etc. are great for an older child to lead
- Repeat what works! If a certain type of activity works best with your kids while you're on a meeting, or heads down project work...repeat that type of activity the next time you need to do that type of work

Use the following pages to help you organize your kids' learning around your work schedule. Try out the different scheduling tools out and see which works best for your crew.

Weekly Planning

Plan out your day by taking these recommended activity blocks and moving them around to fit your working schedule.

READING, READING, READING

PARENT INSTRUCTION

INDEPENDENT LEARNING

ACTIVE BREAKS

HANDS ON LEARNING

WEB/APP LEARNING

CHORES/PERSONAL CARE

STRUCTURED PLAY

Daily Checklist



What went well today?

What could be improved ?

--	--

OUR WEEKLY RHYTHM

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

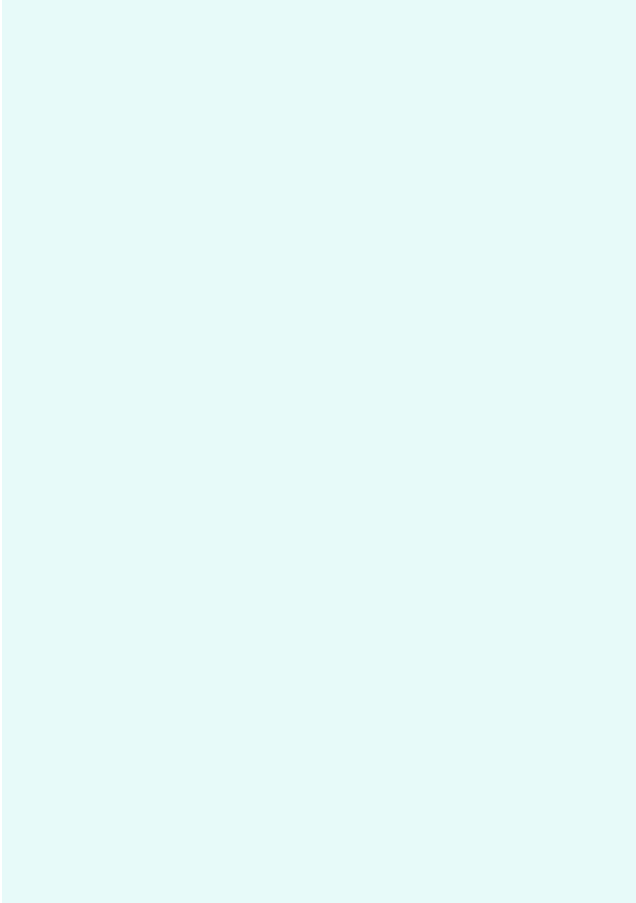
FRIDAY

SATURDAY

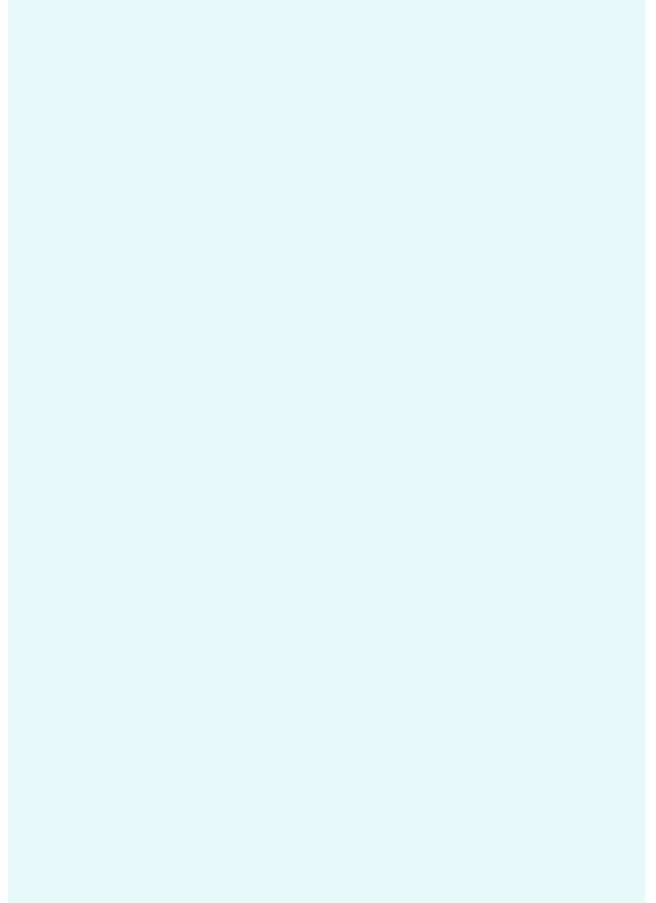
SUNDAY

DAILY PLAN

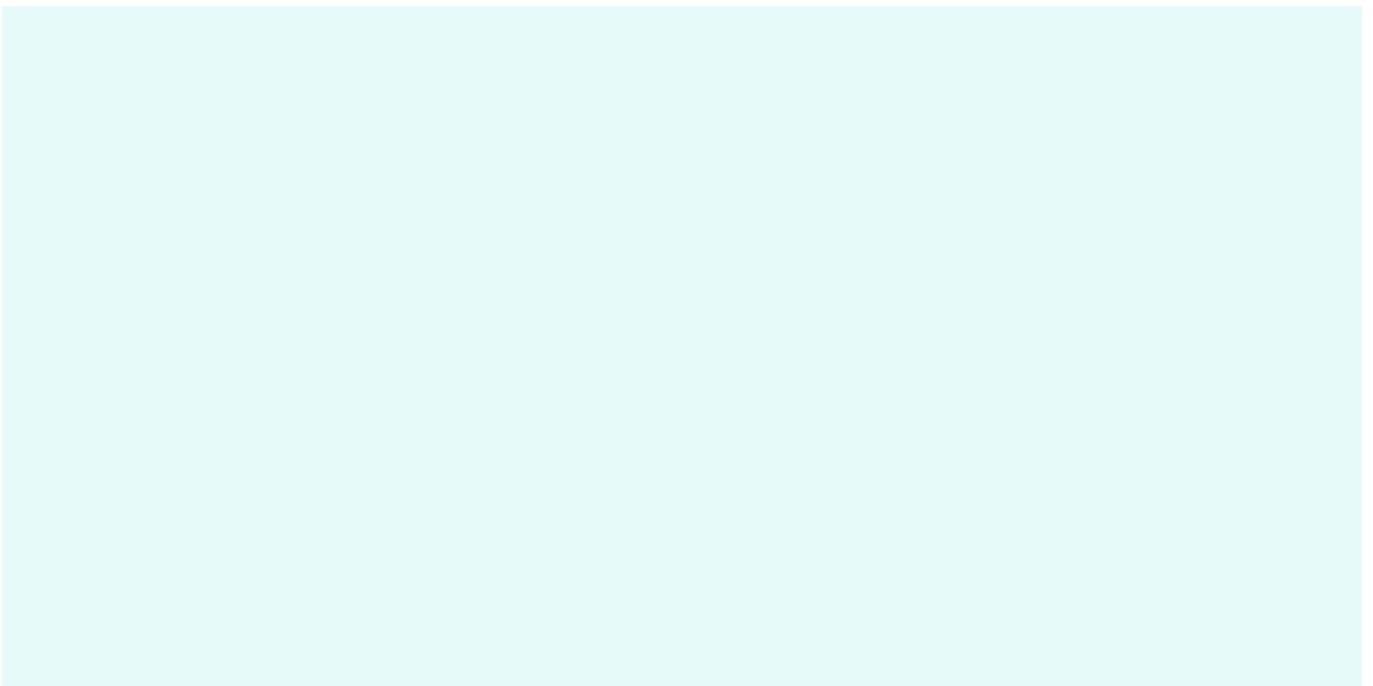
MUST-DO

A large, empty rectangular box with a light blue background, intended for listing tasks that are essential or urgent for the day.

GOOD TO DO

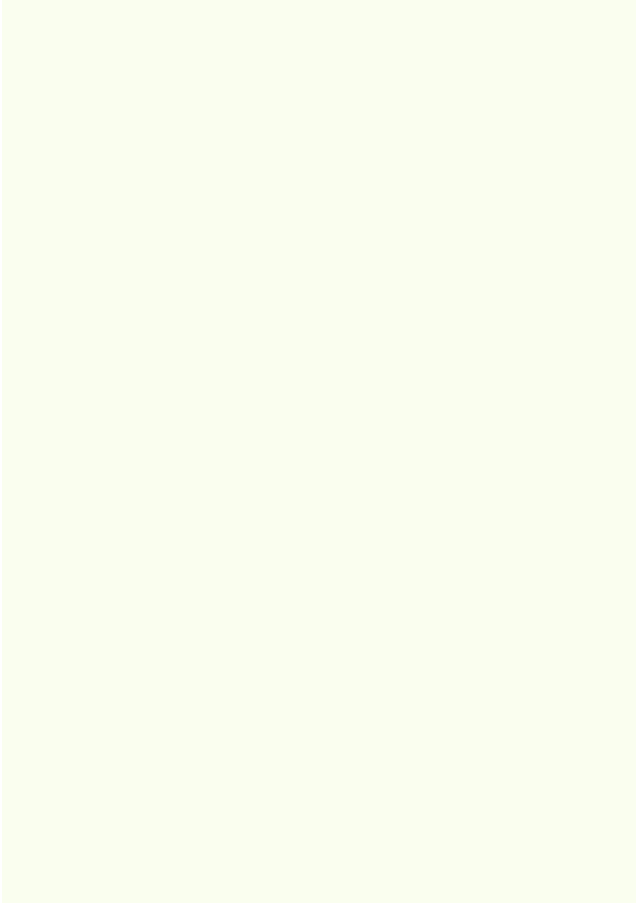
A large, empty rectangular box with a light blue background, intended for listing tasks that are desirable or beneficial but not strictly necessary.

FUN TO DO

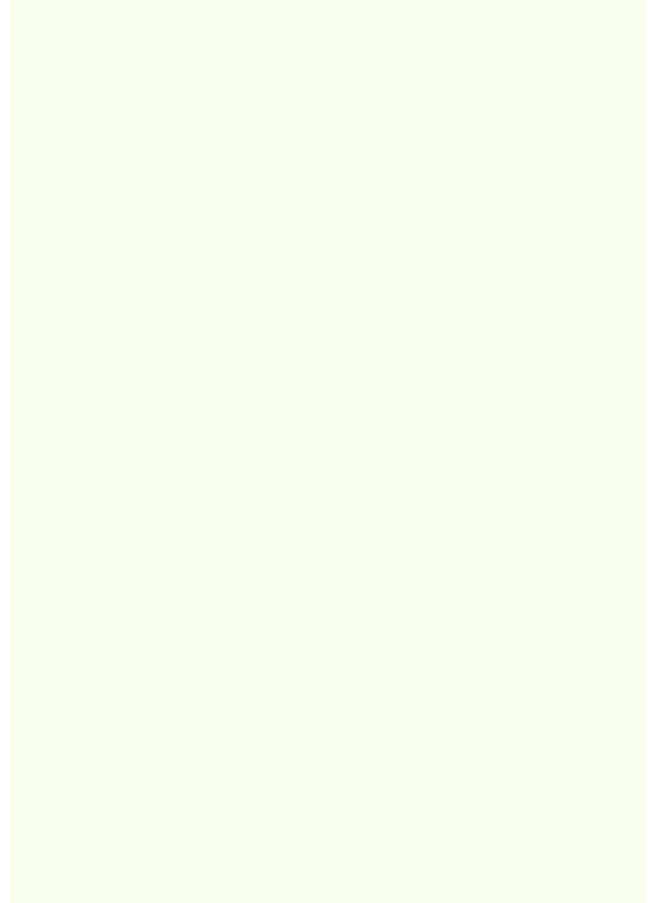
A large, empty rectangular box with a light blue background, intended for listing leisure activities or tasks that are enjoyable and provide relaxation.

DAILY RHYTHM

MORNING



AFTERNOON



EVENING



MANAGEMENT TIPS

SNACKS, SNACKS AND MORE SNACKS

Snack Boxes Set up a snack box for each child in the beginning of the day. Depending on their age, let them pack their own snack box or set it up for them. Set the rule, that what they have is what they get all day.



Snack Choices organize snacks into easy to grab/single serve options and store in a place kids can access. Create a choice equation for kids; 1 sugar snack, 2 veggie/fruit, 2 dairy etc. Then let them self serve according to the equations you're set.

Pack It If you have meetings over a typical lunch or breakfast time, pack them ahead of time for kids to grab and eat when ready. Treat it just like a packed school lunch...don't forget the drink :)



BEHAVIOR JARS

Individual Behavior Jars label small jars with each child's name. As kids get caught doing something great they get a pom pom/button, gem etc. added to their jar. The kid with the most in their jar and the end of the day receives a prize.



Variations

- Add poms poms when negative behavior is observed. Kids must do a chore to get the pom pom/gem/button removed.
- Create a 'Good' and 'Poor' choice jars for each kiddo. Add pom poms to each jar as behaviors are witnesses. Allow kids to move from 'Poor Choice' to 'Good Choice' by making a good choice or doing a chore.



- Create levels on a jar for the kids (together or separately); each line is an achievable goal or reward. As they fill the jar to that line they earn that prize or surpass that goal.

BEHAVIOR JAR VARIATIONS

More Variations

- Create three jars; 'Empty Me', 'Consequences' and 'Rewards'- fill 'Empty Me' jar with pom poms/gems etc. Remove as kids demonstrate behaviors, if empty by end fo day/week they get to choose a reward from 'Reward' jar. If not emptied, they get to choose from the 'Consequence' jar.



- Label one jar 'KIDS' and one jar "HOUSE'. Add (or set aside) an equal amount of items to each jar. Kids must work to keep (or remove) items for their jar by working together throughout the day. Teams only get items added (or removed) when they work together on behaviors you identify, if they fail to do so they get an item added (or removed). If the 'KIDS' win at the end of the day reward, if the 'HOUSE' wins they miss out on reward.

MORE BEHAVIOR TRACKERS

- Chart It** create simple behavior charts for your kids based on things you are working on them displaying. Add stickers/stars etc. (or give negative checks) to the kids based on the behaviors you see (or do not) demonstrated throughout the day. At the end of the day reward kids with chosen reward.



- Clip it** Each child has their name on a clothes pin/paperclip. You can move them along a behavior scale based on the consequences you've set. This is a good tool for kids who need redirection often and in the moment.