

Back-to-School Checklist



FIRST STEPS

- Call the Academy with questions about your child's school
- Find out what day classes start and what time your child should arrive
- Enroll your child (if not already registered from the previous year)
- Fill out emergency contact sheets and any other required forms

CHECK MEDICAL REQUIREMENTS

- Make sure your child has all required immunizations
- Schedule a physical exam for your child if needed to participate in school activities
- Get your child's vision checked before school starts if he is due for an exam
- Notify the principal's office, the school nurse, and your child's teachers about any health problems or medications

STOCK UP ON SCHOOL SUPPLIES

- Check the school website or call for a list of required supplies
- Find out whether students will store supplies at school or bring them home each day
- Buy a backpack or bag to carry daily items
- Review the school dress code
- Buy school uniforms and gym clothes, if necessary

LEARN ABOUT THE SCHOOL

- Find out whether the teacher prefers to communicate by phone, e-mail, or written note
- Know what your child is expected to learn in her grade level
- Familiarize yourself with the information on the school website
- Note the phone numbers for checking school closures or reporting absences
- Find out the procedure for taking your child out of school early
- Read the school handbook and make sure your child understands the rules

PLAN TO BE INVOLVED

- Mark school events on the family calendar
- Attend the Parent Orientation
- Attend Meet and Greet Day
- Meet leaders of the Parent-Teacher-Organization

PLAN HEALTHY MEALS

- Have nutritious food on hand for breakfast and after-school snacks
- Find out how much school lunches cost
- Find out whether snacks and drinks are available at school or can be brought from home
- Download monthly school lunch menus off EdLine
- Alert school staff if your child has a severe food allergy

ARRANGE TRANSPORTATION

- Practice getting to school with your child
- Arrange a carpool if necessary and introduce your child to the other adults and children
- Compile contact information of parents who can pick up your child in an emergency

MAKE AFTER-SCHOOL PLANS

- Arrange child care or after-school activities
- Choose extracurricular activities carefully to avoid over-scheduling
- Make sure your child knows where to go after school each day

HELP YOUR CHILD PREPARE FOR SCHOOL

- Arrange for your child to play with others in his age group before classes start
- Discuss your child's feelings about starting school and talk over any concerns
- Talk with your child about her daily school schedule
- Talk about peer pressure with your child
- Have your child memorize your home address and home and work phone numbers
- Visit the school with your child so she can find her classrooms and the restrooms at Meet and Greet.
- Arrange a time for you and your child to meet his new teachers

LAY THE GROUND RULES

- Establish a firm bedtime before school starts
- Determine where and when your child will do homework
- Figure out a plan for balancing homework and play time
- Set rules for the time spent on TV, video games, and computer use for non-school projects

