

# HOMework STATION CHECKLIST

## LOCATION

Each child should have their own place to work, if possible. The amount of space you can devote to a homework station depends on the amount of space available in your home. Avoid using the kitchen table or home office desk, a homework station works best if it is just for doing homework. Allow your child to add personal artwork or items to make it their own space so they'll want to work there.

- Good lighting. Plenty of ambient light, with task lighting preferred
- Quiet. Minimize distractions; TV, music, phone, household activity
- Work area. A desk or flat, hard surface with room to spread out
- Comfortable seating. Task chair, reading chair
- Backpack space with easy access
- Posting area; dry erase/bulletin board, tack board
- Supplies storage drawers or bins
- Paper management/storage area
- Computer with Internet Access and printer (if required)

## STORAGE/PAPER MANAGEMENT

Supplies and paper for doing homework should be handy and in plentiful supply. Duplicate supplies that are at school, so they don't have to be transported back and forth or "forgotten" when needed. Labeled, see-through bins make supplies easy to find. In/Out trays help parents monitor homework, and provide satisfaction to your child as assignments are completed.

- See-through Plastic Organizer Bins for supplies. Stackable or multi-drawer units
- Poly Three-Ring Envelopes for transporting materials/supplies to school for specific classes
- Book shelves or overhead storage
- Labels for shelves and storage bins
- File drawer or storage bin for completed homework
- In/Out paper trays for new assignments and completed homework to turn in
- Expanding file for school notices

## SUPPLIES/REFERENCE MATERIALS

Maximize time spent on homework by making all needed supplies and reference tools convenient and easy to find. Reduce stress caused by not having needed materials on hand. Keep all supplies in labeled bins so they are readily accessible.

- Writing/drawing instruments - pencils, pens, markers, eraser
- Paper supplies - ruled loose leaf, printer paper, art paper, graph paper
- Poster board - keep one on hand to avoid last minute project panic
- Art supplies - scissors, tape, glue
- Dictionary/Thesaurus
- Math supplies - calculator, protractor, compass, ruler
- Stapler, paper clips, pencil sharpener, three-hole punch

## SCHEDULES/ASSIGNMENTS

Use the homework station to manage due dates, deadlines and important milestones. By keeping upcoming tasks and events visible on a bulletin board or calendar, it's easier to tell when a schedule conflict develops, and if assignments are being completed on time.

- Assignment notebook that goes to school and comes home each day
- Posted schedules - sports, activities, field trips, lunch menus
- Dry-erase whiteboard for reminders
- Color-coded pocket folders and notebooks for each subject
- Calendar with space for writing
- Expanding File for graded assignments to be reviewed