

## Classroom To-Do

### At the beginning of the school year:

- Label: cots, cubbies
- Boards: Birthday, Job Chart, Safekeeper, Promises, Schedule
- Shelves: Color Pictures/ Words

### By the end of August:

- All shelves, schedule, promises, safekeeper, job chart should have pictures

### When Getting a New Child Mid-Year:

- Email the parents: classroom newsletter, Tadpoles instructional sheet, any pertinent information for your classroom
- Be sure your classroom is labeled and ready for their first day

### Close of the Year:

- Send all art home
- Send all belongings home
- Be sure to place work orders for any paint touch ups, cabinet locks, or any issues in rooms