



Beginning of the Year Checklist

- _____ Post fire escape route & emergency procedures
- _____ Student name tags for desk
- _____ Student name tags for center time
- _____ Student name tags for cubbies
- _____ Display student conduct charts, class rules, rewards & consequences
- _____ Attach penny spacers on desk with Velcro dots
- _____ Popsicle sticks with student names to pull for questions
- _____ 2 sets clothespins with names for conduct chart moves
- _____ Student Name tag necklaces for 1st week
- _____ Print name labels for folders & workbooks
- _____ Make Leader of the day chart
- _____ Make student names for word wall
- _____ Make & laminate student names for name center
- _____ Run supply list for each child
- _____ Get groceries sacks for 1st day for student supplies
- _____ Make information folder for each student
- _____ Sharpen pencils
- _____ Run back to school packet for 1st day
- _____ Complete lesson plans for first week
- _____ Hang class list & schedule in hallway
- _____ Get crayons/pencils for each table
- _____ Put up new calendar
- _____ Complete door display/Hall Display & bulletin boards
- _____ Ways home from school chart
- _____ Run student information sheet for parents for first day
- _____ Lunch cards with student ID numbers
- _____ Music CD to play
- _____ Lesson plan notebook on desk
- _____ Grade/Attendance book
- _____ Camera to take first day pictures (new or extra batteries)
- _____ Gather materials for classroom centers & ready to open
- _____ Classroom First Aid kit (gloves, band aids, nurse pass, etc.)