

The ABCs of Winter Break

Ready, Set, Dash Out the Door!

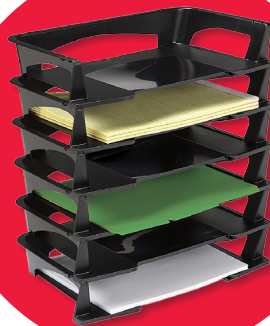
Use this handy checklist to get everything in order as you prepared for winter break—and plan ahead for a stress-free return to the classroom in January, too.

- A**ll student papers and projects sent home.
- B**linds and windows closed.
- C**alendars updated.
- D**esks arranged for the new year.
- E**very desk has been cleaned (including yours).
- F**iling complete.
- G**rades recorded.
- H**allway display up to date.
- I**tems left behind stored or taken to the lost and found.
- J**anuary meetings scheduled
- K**iddos on their way home.
- L**esson plans written.
- M**aterials ready for your first day back.
- N**ew notebooks prepared for the new year.
- O**ffice paperwork turned in.
- P**arent correspondence complete.
- Q**uestions from colleagues answered.
- R**ead-aloud for January selected.
- S**easonal decor from December stored.
- T**hank you notes written for student gifts.
- U**nplugged all things electric.
- V**olunteers thanked.
- W**hiteboards cleaned.
- X**tra materials ready to welcome any new students.
- Y**our bag packed and ready to go.
- Z**ero items on your school to-do list.

Happy holidays! Enjoy your break!



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