

Homework Caddy Setup & Reset Checklist

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1. Supply Checklist (stock the caddy)

- ☐ Sharpened pencils (6 to 8)
- ☐ Eraser plus pencil-top erasers
- ☐ One marker or colored-pencil set
- ☐ Child-safe scissors
- ☐ Glue stick (keep a spare in backstock)
- ☐ Two highlighters
- ☐ Sticky notes and index cards
- ☐ Short ruler (6 in)
- ☐ Handheld sharpener with a lid
- ☐ _____
- ☐ _____

2. The 4-Zone Homework Caddy Method

WRITE

Pencils, pens, sharpener

Tip: add a picture label for pre-readers

CORRECT

Erasers, highlighters

Tip: add a picture label for pre-readers

COLOR

Markers or colored pencils

Tip: add a picture label for pre-readers

CUT & STICK

Scissors, glue, sticky notes

Tip: add a picture label for pre-readers

3. Sunday 5-Minute Reset (kids can run it)

- ☐ Sharpen pencils back up to 6
- ☐ Toss eraser nubs and dried-out markers
- ☐ Refill anything empty from backstock
- ☐ Return stray supplies to their zone
- ☐ Wipe down the caddy