



COUNSELOR'S CORNER

East View Elementary School

Cindy Heady

852-7350

10 Ways to Help Your Child Get Organized !!

Teach your child to play ahead by using a "To Do" list or their agendas in the intermediate grades.

Keep a family calendar in view that is constantly updated so that your child is aware of upcoming events.

Assign chores that involve sorting like emptying the dishwasher.

Find a hobby that involves collecting an item that will have to be organized in some way like rocks, stickers, stamps,....

Set up a quiet homework area with all the needed materials.

Encourage your child to use color la-

beled folders for their school subjects.

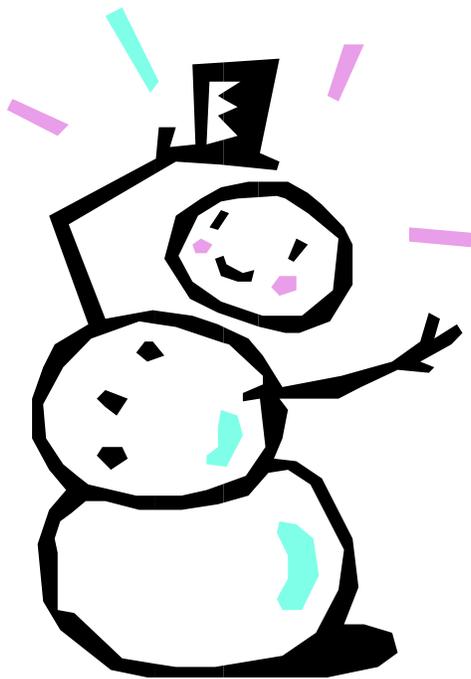
Establish a homework schedule for your home.

Coach your child to break down big assignments or chores into smaller parts so they are easier to accomplish.

Teach your child to pack away their school items as soon as homework is done. It is their responsibility not yours.

Help your child develop a habit of checking their backpack for trash and stuff that is not necessary for school.

Good luck!! Teaching our kids to be organized is a life skill that will help them the rest of their life.



Caption describing picture or graphic.

Special points of interest:

- Use a "to do" list
- Post a family calendar
- Post a list of chores
- Develop a homework spot
- Teach the importance of double checking work
- Be patient

Social Skills—Skills for Life

Teaching basic social skills are important for our pre-school and little people to learn. All school age children should be able to greet others, smile, say "hello, please, thank you, and good-bye" to others. Parents may have to practice with their children

who are insecure or not comfortable with these social skills at home. The classroom will give them more experiences for the children to practice being social in. As parents teach these social skills it is emphasizing the impor-

tance of having high expectations which will result in a happier and more socially skilled child. When our kids are happy then parents are happy too.



Inside Story Headline

This story can fit 150-200 words.

One benefit of using your newsletter as a promotional tool is that you can reuse content from other marketing materials, such as press releases, market studies, and reports.

While your main goal of distributing a newsletter might be to sell your product or service, the key to a successful newsletter is making it useful to your readers.

A great way to add useful content to your newsletter is to develop and write your own articles, or include a calendar of upcoming events or a special offer that promotes a new product.

You can also research articles or find

“filler” articles by accessing the World Wide Web. You can write about a variety of topics but try to keep your articles short.

Much of the content you put in your newsletter can also be used for your Web site. Microsoft Publisher offers a simple way to convert your newsletter to a Web publication. So, when you’re finished writing



your newsletter, convert it to a Web site and post it.

Caption describing picture or graphic.

Inside Story Headline

This story can fit 100-150 words.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

You may also want to note business or economic trends, or make predictions for your customers or clients.

If the newsletter is distrib-

uted internally, you might comment upon new procedures or improvements to the business. Sales figures or earnings will show how your business is growing.

Some newsletters include a column that is updated every issue, for instance, an advice column, a book review, a letter from the president, or an editorial. You can also profile new employees or top customers or vendors.

“To catch the reader's attention, place an interesting sentence or quote from the story here.”

Inside Story Headline

This story can fit 75-125 words.

Selecting pictures or graphics is an important part of adding content to your newsletter.

Think about your article and ask yourself if the picture supports or enhances the message you’re trying to convey. Avoid selecting images that appear to be out of context.

Microsoft Publisher includes thousands of clip art images from which you can

choose and import into your newsletter. There are also several tools you can use to draw shapes and symbols.

Once you have chosen an image, place it close to the article. Be sure to place the caption of the image near the image.



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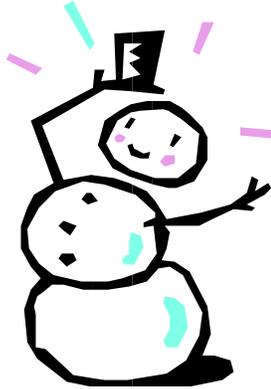
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Daviess County Public Schools

Primary Business Address
Your Address Line 2
Your Address Line 3
Your Address Line 4

Phone: 555-555-5555
Fax: 555-555-5555
E-mail: someone@example.com

We're on the Web!
example.com



Your business tag line here.

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

Back Page Story Headline

This story can fit 175-225 words.

If your newsletter is folded and mailed, this story will appear on the back. So, it's a good idea to make it easy to read at a glance.

A question and answer session is a good way to quickly capture the readers attention. You can either compile questions that you've received since the last edition or you can summarize some generic questions that are frequently asked about your organization.

A listing of names and titles of managers in your organization is a good way to give your newsletter a personal touch. If your organization is small, you may want to list the names of all employees.

If you have any prices of standard products or services, you can include a listing of those here. You may want to refer your readers to any other forms of communication that you've created for your organization.

You can also use this space to remind readers to mark their calendars for a

regular event, such as a breakfast meeting for vendors every third Tuesday of the month, or a biannual charity auction.

If space is available, this is a good place to insert a clip art image or some other graphic.



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