

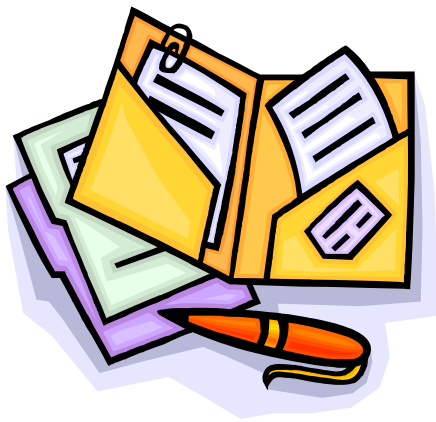
Organizing Your Units



Binders

I make a color copy of each unit and put each sheet back-to-back in clear sheet protectors and put them in a binder. I slip the cover through the plastic cover on the front of the binder and I type up a title that I slip in the side of the binder. I keep these in monthly chronological order at home on my bookshelf so that I can whip through them, add and delete as I go when I work on lessons at home.

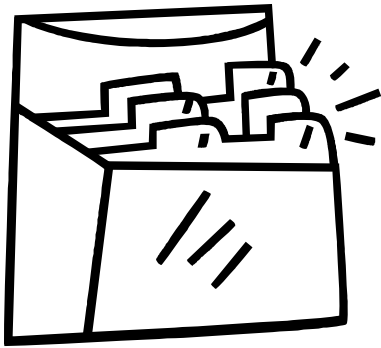
I also have a monthly binder for SONGS & FINGERPLAYS. In the front of it I put my Spanish & Sign Language Words for the Month as well as the MAGIC Tricks I will do for that month. These I keep on a round corner bookshelf in my office. I bring whatever month I'm in to school when I need it.



Pocket Folder

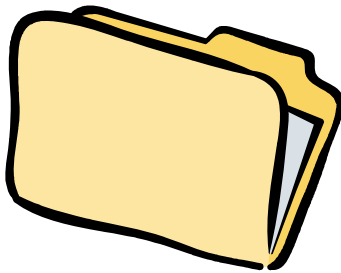
I keep my laminated monthly poems that I read to the children in a pocket folder so that I can simply slip them out and read them. I cut pictures from magazines or use computer clip art to go with them and often save and laminate calendar pictures that come in the mail as well. I just cover the old calendar part with paper and glue the poem on top of that.

I also use pocket folders for any "Go Along With A Story" manipulatives" that I have made like *Who Stole The Cookies From The Classroom Cookie Jar? Halloween Classroom Stew* etc. The story goes in one side, the Ziploc Baggie of "stuff" in the other side.



Expanding Folder

If the "Go Along Story Stuff" was too much for a pocket folder, I put them in an expanding folder. I keep my *Monthly Bingo Songs* in an Expanding Folder by my rocking chair.



Filer Folders

I make a black and white copy of all the units and keep each one in a file folder. So that I can

simply pull out the folder and take it to the copy room and run off class copies for the week/month or however long I want to play in the copy room.



I stay late one night a week so that I can get copying done, then I can leave right away on the other nights because lessons are all done; I just hang one of everything on the board, write in my lesson plans: "See White Board", lay the booklets on their tables, and papers at the centers, and I'm off. It explains itself. 😊 and my students know how to do everything. 😊

I have colored folders in 3 file basket slots on my desk with folders that say the days of the week and folders that say Table Top and Centers inside. I plan for those days and run off copies of everything. Then if I'm ill I don't have to drag myself in to get things ready, it's all there.



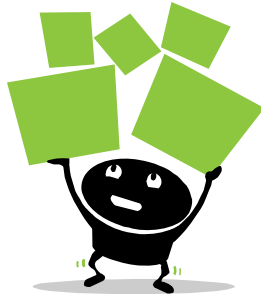
File Boxes

I have clear file boxes that I label for each month. I keep the file folders for that month in those boxes. All I have to do is carry one file box to school and I have the entire month with me. I keep the art samples and answer keys that I've made in a file folder behind that unit's folder so that I can show the children how to do a project and so I can remember how I did it too! 😊



I have a storage unit that I store all my teaching stuff in as I've outgrown the basement and it's just more convenient to "drive up" than "run down" a zillion stairs.

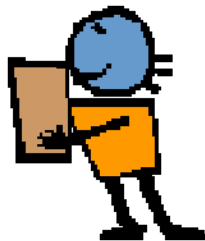




Boxes

I have lots of manipulatives, books and other great “stuff” that go along with each of my themed units that I keep in cardboard boxes that I buy at Sam’s Club. They are all the same size and shape and color and look nice all stacked on top of each other. They have a space to write what’s inside on the side of the box and convenient holes to slip your exhausted hands in to carry these too heavy, packed too full boxes into your already too full, but gloriously fun place to learn classroom!

These too are kept in the storage unit that is already getting too full. My son Jason once counted the boxes when they were still in the basement. He asked me if I knew how many I had. I told him I didn’t want to know...we lost count somewhere after 200 ! I think I need to



have a garage sale.

SEE PHOTOS