

SJBA Inc.
South Jersey Business Association

PROJECT CONNECTIONS / PLANNING KIT 07

Build a School-Week Plan Your Household Can Use.

Family Back-to-School Coordination Kit

Coordinate verified school information, care, transport, supplies and routines around your household and the student.

PRINT-READY WORKBOOK / 14 PAGES

Illustrative supplied photo; not member project evidence.

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Choose a useful household goal

Include the student in age-appropriate decisions. Start with what would make the week easier and which responsibilities each participating person can realistically take.

YOUR STAGE / Confirm / Coordinate / Try / Adjust

Student preference / household priority / measurable goal

Participating roles / task owners / target start date

How we will check progress / first review / adjustment rule

USE THIS WORKBOOK

Gather facts and requirements / pages 3-6

Compare and coordinate / pages 7-10

Review readiness and act / pages 11-14

Use roles or initials. Keep medical history, identity numbers, passwords, custody details and sensitive contact information out of this general workbook.

Confirm actual school information

Use the actual school or provider as the source for calendars, requirements and contacts. NJ Education resources can help identify the responsible starting point. [S1]

Information needed	Official source / checked date	Owner / due / unanswered
School calendar / start / closure dates		
Required forms / official channel		
Supply or equipment requirements		
Transport / pickup / communication rules		
Unanswered question / school contact		

Next question / responsible person / review date

Record the source and checked date. Do not assume a neighboring district or last year has the same rules.

Build a workable weekly rhythm

Include travel, work, care, preparation and family preferences for rest. This is a routine planner, not a prescription for sleep, health or educational needs.

Week beginning: _____ Plan owner: _____

Transition	Timing / day variations	Responsible role / backup
Before departure		
School / work / care handoff		
Travel / pickup transition		
After school / preparation		
Evening / next-day setup		

Travel buffer / schedule conflict / one adjustment to try

Try the plan, ask the student what feels difficult and adjust the timing. Keep exact location and sensitive pickup details in the private household plan.

Verify transport and pickup arrangements

Confirm authorization and change procedures directly with the school and care provider. Keep the detailed contact list in a private approved location.

Usual transport / responsible role / school rule reference

Authorized pickup process / confirmation date / record location

Delay or unavailable-person plan / approved communication route

Change owner / who must confirm receipt / next review

Do not write sensitive addresses or custody details here. A family agreement does not replace the institution's authorization process.

Sort supplies before spending

Separate required items from preferences and items already available. Use the actual school list and current quotes; no default supply cost is assumed.

Item / status	Have / need / quantity	Estimate / actual / due
Learning materials		
Bags / containers / daily items		
Clothing or activity needs		
Technology / access questions		
Other confirmed requirement		

Total planned new spend / limit / decision / review date

Mark each item required, available, optional or unconfirmed. Planned new spend = quantities needed times actual or estimated unit costs; avoid buying duplicates.

Compare care or after-school options

Check the program directly and review appropriate official licensing information. A listing is a starting point, not proof of fit or current availability. [S2]

Option / provider A: _____ B: _____

Comparison point	A / evidence / date	B / evidence / date
Age / schedule / verified availability		
Registration or licensing / source		
Cost / deposits / absence terms		
Pickup / communication / staffing questions		
Contingency / closure / alternative		

Tradeoff / information needed / decision owner / review date

Do not assume assistance eligibility. Ask the responsible program about current requirements and any waiting list.

Plan information sharing and access

Ask why information is requested, who receives it and which official channel to use. School privacy questions belong with the institution; use federal resources as a starting point. [S3]

01 / Required information / purpose / secure school channel

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

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02 / Authorized account access / recovery process / roles

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

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03 / Photo, app or third-party sharing questions / school guidance

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

Never record passwords or identity documents here. Keep sensitive provider communications separate and share only what is necessary.

Ask focused identity-protection questions

Use FTC guidance to understand the concern before considering a commercial service. Monitoring or restoration is different from school safeguarding and does not guarantee prevention. [S4]

Actual concern / official resource / question to resolve

If considering a service: verified scope / exclusions / cost

Data required / retention / permissions / cancellation questions

Chosen next step / responsible adult / follow-up date

No paid service is required by this workbook. Do not submit a child's sensitive records to general AI tools or unverified contacts.

Verify any community-support option

Start with an actual current program. Do not assume a nonprofit supplies school materials locally or that a family qualifies.

01 / Program / official contact / current availability

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

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02 / Service area / eligibility / application questions

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

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03 / Accepted or offered items / dates / practical arrangements

Authority / professional / contact: _____

Source / checked date / actual deadline: _____

Applicable finding / evidence / conditions: _____

Unresolved question / owner / follow-up: _____

Record source, checked date and unresolved questions before relying on support. Keep eligibility documents outside this workbook.

Prepare the home and communication routine

Choose small practical changes the household can maintain. Optional professional services belong here only if they solve an actual need.

Place for daily materials / preparation task / responsible role

Family update method / check-in time / student input

Known schedule conflict / adjustment / person to confirm

Optional help, if justified / verified scope / spending boundary

Do not turn a family routine into a list of purchases. Reuse workable items and arrangements before adding complexity.

Review the first week together

Ask what worked, what felt rushed and which responsibility was unclear. Record the student's perspective without diagnosing a problem.

Student perspective / what should stay / what should change

Actual timing or spending compared with our plan

Question for school or care provider / official channel

One adjustment to try / owner / next review date

For learning, accommodation, health or care concerns, contact the responsible school team or qualified provider. This workbook does not give individualized advice.

Conversations and accountable next steps

Bring questions to the institution or provider that owns the decision. Review the household plan after the first week and when routines change.

School / care provider: Which requirement or handoff still needs confirmation?

Household / student: Which single change would make the coming week easier, and who will handle it?

Role / meeting date / question / documents to bring

Recommendation / next action / owner / deadline / follow-up

Decision / limits: _____ Review cadence: _____

PRIORITY 1 / Action: _____

Owner: _____ Due: _____

Dependency / evidence: _____

Progress / next review: _____

PRIORITY 2 / Action: _____

Owner: _____ Due: _____

Dependency / evidence: _____

Progress / next review: _____

Keep completed records private. Share only what the recipient needs through an agreed secure channel.

Sources and your next connection

Primary resources checked October 15, 2026 (UTC). Recheck before acting. Blue underlined titles are clickable; [S#] references identify the sources below.

[S1] NJ Education: Students and Families

Official school, family, transport and student-support starting points.

[S2] Child Care in New Jersey: Provider Search

State-regulated care listings; verify fit, current availability and terms with each provider.

[S3] U.S. Education: Protecting Student Privacy

Parent/student privacy resources and questions for the responsible school.

[S4] FTC: Protecting Your Child from Identity Theft

Identity-protection and response information; not an endorsement of monitoring services.

General educational planning information, not individualized legal, clinical or individualized educational advice. Requirements vary; qualified professionals and responsible authorities should confirm applicable decisions.

Need professional guidance?

Explore current professionals in the SJBA directory. Bring your questions. Roles in this workbook are conceptual; verify representation, qualifications, scope and availability.

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