



ORGANIZATION SOLUTIONS

Policies and Procedures

Craft Room / Craft Area

Crayons ~ Markers ~ Stickers ~ Play-Doh ~ Paint ~ Stamp Pads & Ink ~ Coloring Books ~ Activity Pads ~ Craft Paper ~ Glitter ~ Sequins ~ Scissors ~ Paper Cutter

Accessibility

The key to making this area successful is placing the less “messy” items in an area / space that is accessible to those using the items, while housing the “messier” (paint, permanent markers, glitter) and dangerous (scissors, paper cutters) items out of reach of the children so that the homeowner can regulate their use.

Choosing the Right Container

Craft items have a propensity to be messy, and the best storage container to use to keep those messes contained is plastic bins.

You want to use a bin that is available in different sizes in order to keep the area looking consistent, while accommodating the assorted sizes of the craft items.

Always remember that the kids using these bins can be small and not very strong. Use bins that are easy for the kids to open, and don't make any bin so heavy they won't be able to carry the bin without help.

Categorizing

Like everything that we do – you want to sort your craft supplies by category and put each category in a bin that is sized appropriately for the amount of stuff that you have.

Labeling

Labeling is very important. Your goal is to make it as easy as possible for the client and the children to find what they need, and just as easy for them to put things back where they belong.

Crafter

Occasionally you will have a client who is “crafty” himself or herself, and it will be important to get them involved in the organizing process so that you are best able to set up the room based on how they use these items.

Any project bigger than a simple child's art / craft area should be discussed with management before beginning the project.



