



## ORGANIZATION SOLUTIONS

### Policies and Procedures

#### Playroom

The playroom will be any area or space in the home where the toys and games are stored.

You will come across a variety of items, and the more children there are – the more STUFF there will be!

Stuffed Animals  
Board Games  
Electronic Devices  
Dolls  
Barbie's  
Blocks  
Puzzles  
Dress-Up Clothes  
Action Figures  
Learning Toys  
Lego's

AND the list goes on and on!!

This area can be one of the most daunting areas to tackle when you take into account all of the categories, all of the sizes and shapes of things, all of the “floating / misc.” pieces and the fact that most playrooms don't have enough storage for the amount of STUFF.

### Getting Started

Don't let yourself get paralyzed by the amount of stuff and the lack of storage - or you will never make progress!

As with all areas we organize – start by getting everything categorized.

### Categorizing

To get started categorizing a playroom it is helpful to have several bins that you can use to get the items sorted and contained. They don't have to be the bins you ultimately use – just something that will allow you to “toss” items into during the sorting process.

If you find that you have large bins that are over-flowing, or you need multiple bins for a single category– it may be an indication that that category will need to be sub-divided into smaller categories.

And – if you find bins that are close to empty, can that category be merged with another?



## Containing

With the exception of a few items (small items, multiple pieces or packaged items) – open bins are the best way to store kids toys. Open bins are easy to for the kids to get the items they want to play with, and easy for them to replace items when finished.

It is our preference to keep all bins in the play area consistent. If that is not possible – do your best to keep all bins within an area the same.

Always keep in mind that the kids using these items are small and don't have a lot of strength. Bins should not be so heavy that they can't be lifted or too hard to open.

For any bins being placed on shelves or in cabinets -it should be assumed that the kiddos will "drag" the bins on & off of the shelf. Always choose a bin that will be "kind" to the woodwork and not a bin or basket that is likely to scratch or mar the paint.

## Placement

When deciding where you should place toys in the playroom you want to consider who is using the item and what they are able to reach.

Unfortunately, it is likely that you will not have the storage needed to place ALL items with the reach of the children – especially if the children are very young.

And if it is possible – you need to consider how young the youngest child is so that you aren't putting items within their reach that would be dangerous.

If the accessible storage is limited you want to think about the toys they are less likely to play with by themselves and put those items out of reach.

EX – Board games, puzzles, books.

## Pre-Packaged Items

Boxed or pre-packaged items should be categorized as well. Keep board games with board games, puzzles with puzzles, craft sets with craft sets.

To make these items look as best as they can - stack like sizes and like colors together, put torn corners or damaged lids out of site.

If space is limited – can you put the adult board games in a secondary location?

This area will remain neater if you don't over-stack the boxes.

