



## Template for File Folder Sensory Diet Tool

### Recommended Uses:

- Ages 3-12
- Classrooms
- Individuals

### Benefits of this template:

- Can be used by multiple children in the same classroom
- Great for kids who have fluctuating sensory modulation

### Supplies Needed:

- Empty file folder
- BrainWorks picture cards – print out the set for “File Folder Template,” home or school version
- Scissors
- Glue stick
- Laminating supplies
- Markers
- Velcro dots

### Instructions to make file folder:

1. Glue the “stop light” BrainWorks card to the outside of the file folder.
2. On the inside, top left of the file folder, use a red marker to draw an arrow pointing down. Beside the arrow, print “Calm Down, Slow Down, Relax” to describe what these activity choices will do.
3. On the inside middle, use a yellow marker to draw a yellow horizontal arrow pointing in both directions. Beside the arrow, print “Just Right, Focus, Pay Attention” to describe what these activity choices will do.
4. On the inside top right, use a green marker to draw a green arrow pointing up. Beside the arrow, print “Wake Up, Perk Up, Go Faster” to describe what these activities will do.
5. Glue the BrainWorks picture cards to card stock. Allow glue to dry. Cut them out.
6. Laminate the file folder and the picture cards.
7. Place 4 velcro dots on the outside of the file folder under the stop light. Place the appropriate number of Velcro dots under each label inside the file folder. Place Velcro dots on the backs of the BrainWorks cards. Place in appropriate areas inside folder.



### How to use file folder with children:

- Use proactively by allotting time for a sensory break before challenging tasks.
- Use reactively by acknowledging student is not attending well (point out target behavior) and allow activity choices before getting back to task. Or, better yet, encourage the student to recognize his/her own sensory needs and meet them at appropriate times.
- Initially: Guide the student to refer to the “Stop Light” on the outside of the file folder. Explain the following:
  - Red means “Stop.” When our brains and bodies are on “stop” we may be feeling sluggish, sleepy, unmotivated, and lazy. Use terms appropriate for the child’s age and developmental level. If you are familiar with the “Alert Program,” you may want to use the engine analogy. For younger kids, you can use Pooh characters as an analogy, with Eeyore being the character on red.
  - Yellow means “Just Right.” When our brains and bodies are on yellow, we are alert and able to focus, not going too fast nor too slow (engine analogy). For younger kids, Winnie the Pooh is usually “Just Right.”
  - Green means “Go!” When our brains and bodies are on “Go!” we are moving quickly, our engines are going fast, and we are much more like Tigger than anyone else in Pooh-land. Green isn’t always happy and fun though; if our brakes aren’t working, we can lose control of our engine. This is what happens when we are over-stimulated – when we’re bothered by lights/sounds/touch/movement, it is like our brakes are broken.
- After using the stop light to find out how they are operating at the moment, cue the child to open the folder and choose appropriate activities. For example, if they are on “green,” they will need to choose red or yellow activities to “slow down.” If they are on “red,” they will need to choose yellow or green activities to “speed up.”
- Depending on time available and the child’s needs, cue the child to pick up to four activity cards to move to the outside of the folder and place on the Velcro under the stop light. As he/she completes each activity, he/she will move the activity card back to the inside of the folder.