

Early Childhood Program Guide Book



Books in Homes Australia Contact Information

Street Address 1767 Botany Road
Banksmeadow NSW 2019
Postal Address PO Box 647
Botany NSW 1455

Telephone 02 9434 2488
Facsimile 02 9475 1333
Email support@booksinhomes.com.au
Web www.booksinhomes.com.au

What is Books in Homes Australia?



The Charitable Foundation for Books in Homes Australia (Books in Homes Australia) provides books-of-choice to families and children living in remote and low socio-economic circumstances, ensuring crucial early literacy engagement and the development of reading skills needed for lifelong success.

Since 2001, Books in Homes Australia has successfully delivered nearly 2.5 million quality books-of-choice to over 570 low socio-economic schools and preschools, and more than 140 supported community centres in New South Wales, the Northern Territory, Queensland, South Australia, Victoria, Western Australia and Tasmania.

Key components to our successes include:

- **Giving families choice** – families will participate more when they select their books.
- **Providing books through community centres** – Program organisers may use the Preview Packs in the community and encourage everyone to attend the Book-Giving Assemblies.
- **Involving members of the community** – Volunteers and mentors participate in the Program by preparing book packs, joining the Book-Giving Assemblies, or reading with families.
- **Using literary incentives to motivate families** – The Caught Being Good component of the Program inspires families to earn more books to take home.

“The Books in Homes Early Childhood Program enables communities to immerse themselves in books and helps to foster a love for reading.” —
Program Coordinator

Who do I contact?

Contact us at Books in Homes Australia if you have any questions regarding:

- Strategic planning and management
- Feedback on the Books in Homes Program
- Fundraising

- Invoices and payments
- Website enquiries

- Any changes in contact information or student numbers
- The Books in Homes schedule
- Preview Pack
- The ordering process
- The Bulk Order Delivery process
- Sorting and labelling your books and book bags
- Book Giving Assemblies
- Sending us photos of your Book Giving Assemblies

- Enquiries about social media or our ezine – *The Bridge*

Please email your orders to support@booksinhomes.com.au

Peter Large, Chief Executive Officer

P: 02 9434 2488

E: PeterLarge@booksinhomes.com.au

If you are not sure about anything, please call the office on **02 9434 2488**
or email us at support@booksinhomes.com.au

What does your community centre receive?

Preview Pack & Caught Being Good Delivery



A Preview Pack – Your community centre receives three Preview Packs (12 titles in each, delivered in Terms 1, 2, and 4) for a total of 36 books per year. The Preview Pack allows families to view and hand the books before making their selections. This Preview Pack is donated to your community for future use.



Catalogues / Order Forms – Each term, families receive a Catalogue with an Order Form.



Caught Being Good Books and Certificates – Each term, additional books and certificates reward children for good behaviour (e.g. increased attendance, being kind to others, etc).

Bulk Order Delivery



Books for Students – Each family receives nine books per year (three books for each of Terms 1, 2, and 4).



Book Labels – Each term, your community receives a pack of labels (three per child, per term) that should be placed on the inside cover of each book.



Book Bags – Each term, families receive one sturdy waterproof bag.

What is the process and where do I find additional information?

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Step 1: Designate a Coordinator

- **Assign a Books in Homes Coordinator for your school.**

Responsibilities include:

- **Being the key point of contact** with Books in Homes Australia.
- **Confirming receipt of book deliveries.**
- **Collecting and sending book orders** by the deadlines.
- **Organising and distributing books** at Book Giving Assemblies.
- **Promoting participation** in the *Caught Being Good* incentives.
- **Completing Program evaluations.**
- **Sending Media Forms, photographs, and news** to Books in Homes Australia.

- **Send your Books in Homes Coordinator contact information to Books in Homes Australia**

Include the following information:

- First name and last name.
- Title (e.g. Principal, Librarian, Teacher, etc.).
- Telephone number.
- Email address.

Step 2: Receive the First Preview Pack Delivery

- **Unpack the boxes** with Books in Homes Australia sticker on the box.
- **Organise the Preview Packs** in the library, or other designated location.
- **Prepare the Catalogues / Order Forms** for distribution to families.
- **Store the Caught Being Good books and certificates in a safe place.** Give these items to children who earn rewards (see Step 8).
- **Notify Books in Homes Australia that the Preview Pack has arrived safely.**

Boxes



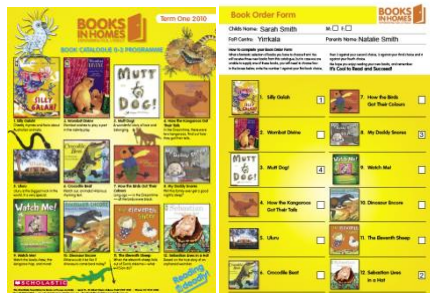
Boxes – Each box has an *Urgent Delivery* Books in Homes Australia sticker.

Preview Pack & Catalogues

Preview Pack Packing Slip Example:

SCHOLASTIC				
BOOKS IN HOMES AUSTRALIA				
Dr. Seuss Milsons Point Public School Alfred Street MILSONS POINT NSW 2061				
PREVIEW PACK				
Location	Qty	Book No.	Description	Page 1
49 — Brochures come in bundles of 3, therefore this school receives 49 bundles for 392 students (49 x 8 = 392)				
BO01	1	01	392 BROCHURES — The total number of Brochures this school receives this term	
BO02	1	02	BOOK LABELS	
BO03	1	03	PREVIEW ITEMS	
BO04	1	04	WATCH ME MUTT DOG!	
			SEBASTIAN LIVES IN A HAT	
			MY DADDY SNORES	

Preview Pack Packing Slip and Books – The boxes contain a Packing Slip with quantities, book numbers and descriptions. There will be 12 Preview Pack books per term.



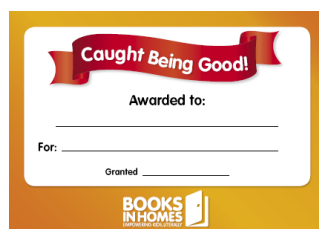
Catalogues / Order Forms – The boxes include one Catalogue / Order Form per family.

Caught Being Good

Caught Being Good Packing Slip Example:

SCHOLASTIC				
BOOKS IN HOMES AUSTRALIA				
Dr. Seuss Milsons Point Public School Alfred Street MILSONS POINT NSW 2061				
Location	Qty	Book Number	Description	Page 1
65 — Number of CBG books and labels this school receives				
BL01	65		CAUGHT BEING GOOD ITEMS — Indicates this box contains Caught Being Good Items	
BD01	65		CBG BOOK LABELS	
BC01	1		CBG CERTIFICATES	
BC02	1		FANGS	
BC03	1		BRAVE LITTLE PENGUIN	
			FREDRIK GOES BANANAS	

Caught Being Good Packing Slip and Books – In a separate box, there will be a Packing Slip and books for the Caught Being Good Program.



Caught Being Good Certificates – Each Caught Being Good book will be accompanied with a Caught Being Good Certificate.

Step 3: Have Families Select Their Books

"The books are new, bright and shiny and the Program is positive in every way and easy to run." – Program Coordinator

- **Display the Preview Pack**
 - **Set up the Preview Pack in the community centre or childcare centre**, or other designated location.
 - **Arrange the books in a similar order as the catalogue** for easier viewing.
 - **Allow 30 minutes for families** to see the books.

- **Have families complete the Order Form:**

- **Distribute the Catalogue / Order Form** to each family.

- **Let families choose the books** – the Program works best when parents/ caregivers choose the books that are of interest to their children.

- **Have families fill out the Order Form** and provide their:

- Name
- Community or Childcare Centre
- Program Coordinator
- Four books in order of preference – write "1" next to the first choice, "2" next to the second choice, etc.

Book Order Form Term Two, 2010 **BOOKS IN HOMES** EMPOWERING KIDS, LITERALLY

Family Name: _____ Community Centre: _____

How to complete your Book Order Form

What a fantastic selection of books you have to choose from! You will receive three new books from this catalogue, but in case we are unable to supply one of these books, we ask you to choose four.

In the boxes below, write the number 1 against your first book choice, then 2 against your second choice, 3 against your third choice and 4 against your fourth choice. We hope you enjoy reading your new books to your children, and remember:

Reading is Deadly!

	1. I Went Walking <input type="checkbox"/>		7. Farm 123 Book and Wall Frieze <input type="checkbox"/>
	2. My First Shapes Book <input type="checkbox"/>		8. Watch Me Hop! <input type="checkbox"/>
	3. One Woolly Wombat <input type="checkbox"/>		9. Watch Me <input type="checkbox"/>
	4. I Do It <input type="checkbox"/>		10. An Australian 1, 2, 3 of Animals <input type="checkbox"/>
	5. Jungle Jive <input type="checkbox"/>		11. W Is for Wombat <input type="checkbox"/>
	6. Dog In, Cat Out <input type="checkbox"/>		12. When the Snake Bites the Sun <input type="checkbox"/>

NOTE: Families receive **three of their top four choices**. Books in Homes tries to deliver choices 1, 2 and 3.

- **Collect the Order Forms** to send the compiled orders (see Step 4).

Step 4: Send Compiled Orders

“Building up a collection of books in homes is going a long way to changing attitudes to reading and literature.” – Program Coordinator

- **Receive a Community Order Spreadsheet** via email from Books in Homes Australia (Note: Ensure you **save a copy** of the ordering spreadsheet on your computer [e.g. My Documents] prior to making changes).
- **Transfer all orders** from the Order Form (see Step 3) to the Excel spreadsheet:
 - If there is a new family to the Program, add a row to the spreadsheet and insert “Y” for “Yes” in the New Student column.
 - If a family is no longer at the community or childcare centre, or no longer participating, delete that student from the list.

Program Coordinator	New Family	Community	Student Name	Book Choice 1	Book Choice 2	Book Choice 3	Book Choice 4	Gender M / F
Ms Brown		Yirrkala	Smith, Sarah	1	12	8	3	F
Mr Collins	Y	Yirrkala	Brown, John	6	5	7	11	M

Example of Community Order Spreadsheet

- Make sure that you only add the **book numbers** to the Book Choice columns. Do not use the Book Title.
- **Send the completed Community Order Spreadsheet to Books in Homes Australia by the due date** to ensure that families get their books on time.
- **Contact Books in Homes Australia** if you have any questions.

Step 5: Receive the Ordered Books

- **Unpack the boxes** with Books in Homes Australia stickers on the box.
- **Check the Packing Slip** to ensure the delivery matches the Community Order Spreadsheet.
- **Organise your families books, book labels, and book bags** in a safe place so they can be prepared for the students (see Step 6).
- **Contact Books in Homes Australia** if you have any questions.


Boxes



Boxes – Each box has an *Urgent Delivery* Books in Homes Australia sticker.

Student Books

Bulk Orders Packing Slip Example:



Dr. Seuss

Milsons Point Public School

Alfred Street

MILSONS POINT NSW 2061

BOOKS IN HOMES

EMPOWERING KIDS LITERALLY

Customer No:

186490

Date:

02/09/2009

Term:

4 2009

BULK ORDER

DELIVERY

Dr. Seuss

Class: Kinder

Location	Qty	Book Number	Description	Student
BB16	1	16	UNHAPPY GOLDFISH	Sean Mcallum
BG42	1	42	FATAL FORCES	Sean Mcallum
BP32	1	25	THORPEY MATES	Sean Mcallum
BW02	1		BIH BAG DEEWR KIMBERLEY	Sean Mcallum

Books chosen by the student

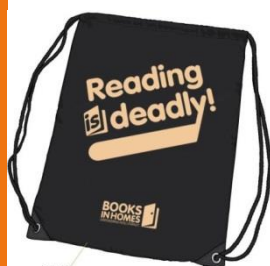
A Book Bag allocated to

Community Bulk Order Packing Slip and Books – Inside the boxes you will find a Packing Slip with the quantities, book numbers and descriptions. The delivery will contain three books per family, per term. The quantities of each book should match your Community Order Spreadsheet (see Step 4).

Labels & Bags



Book Labels – In the box, there will be a roll of labels for the families' books. Use these in Step 6.



Book Bags – The boxes will also contain one book bag for families to hold their new books. Use these in Step 6.

Step 6: Prepare the Books

“The Books in Homes Program addresses the need to break the cycle [of low literacy outcomes].” – Independent Evaluator

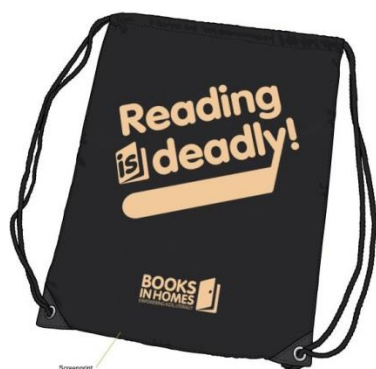
- **Recruit volunteers to help prepare the books for families** (e.g. parents / caregivers, community members, or older students).
- **Write each family’s name on a label three times** (one per book).



- **Place the labels on the inside cover of every book.**



- **Pack the books in each family’s book bag.**



- **Organise the books in a way that makes it easy to distribute them during the Book Giving Assembly** (see Step 7).

Step 7: Organise a Book Giving Assembly

“We celebrate each term with a community Books in Homes event... The event is attended by the Preschool, Playgroup, Central School, Health Service and many community members.” – Facilitator

- **Book Giving Assemblies are generally held in the last 2-3 weeks of term** and involve handing out your families’ Books in Homes books, certificates, and often include a short speech, performance or workshop from one of our Community Role Models.
- **Book Giving Assembly Date / Time** – Please let Books in Homes know the date and time of their Book Giving Assemblies so that we can pass this information on to your Sponsor.
- **Hold the Book-Giving Assembly:**
 - Reinforce the theme: “Read to succeed!”
 - Talk about the importance of books
 - Share your favourite book
 - Ask a Community Role Model to share a story about books.
- **Make sure you take plenty of photos during the Book Giving Assembly!** – It is imperative that you email photos to Books in Homes. When communities are not self-funded but sponsored, we provide photos to Sponsors as part of our sponsorship agreements and to share the joy of the Book Giving Assemblies. We also upload photos onto our social media sites, and other promotional platforms including our website and ezine.
- **Ask parents / caregivers to complete the Media Release Form** (at the end of the Guide Book or located on the [Schools Hub](#) of our website) and **send us photos and stories** so we can share your students’ happy day.

Step 8: Give Caught Being Good Rewards

"It is encouraging parents to sit down and read with their children."

– Program Coordinator

- **Review the Packing Slip and the books that were sent in Step 1:**

- Caught Being Good Books are sent with the Preview Pack, but with separate Packing Slips.
- There are four Caught Being Good books per term, per community.

Caught Being Good Packing Slip Example:

SCHOLASTIC		BOOKS IN HOMES EMPOWERING KIDS, LITERALLY		
Dr. Seuss Milsons Point Public School Alfred Street MILSONS POINT NSW 2061				
Location	Qty	Book Number	Description	Page 1
BL01	65		CAUGHT BEING GOOD ITEMS	Indicates this box contains Caught Being Good Items
BD01	65		CBG BOOK LABELS	
BC01	1		CBG CERTIFICATES	
BC02	1		FANGS	
BC03	1		BRAVE LITTLE PENGUIN	
			FREDRIK GOES BANANAS	

- **Design the Caught Being Good guidelines for your community.**



- Select families to win Caught Being Good books four times throughout the term. Reward for good behaviour, sharing, etc.
- Celebrate winning families at a community assembly.
- Present Caught Being Good certificates to those families.
- Allow winning families to choose a **book of their choice** from the Caught Being Good titles.

- **Publish Caught Being Good student winners in your community newsletter.**

- **Ask parents / caregivers to complete the Media Form** (at the end of the Guide Book or located on the [Schools Hub](#) of our website) and **send photos and stories** to share the good news.

End of Term Checklist



- Check that all of the Books in Homes books, labels and book bags have been distributed, and each student on the Program has received their books. If anything is missing, please contact Books in Homes BEFORE the end of term.
- Please send Books in Homes any photos and feedback from your Book Giving Assembly. Sponsors LOVE feedback!
- Depending on your Sponsor, you may have to fill in, distribute and / or collect surveys about Books in Homes to and from families and staff. In many cases this is a requirement of funding for your school, and ultimately helps show our sponsors the impact the Books in Homes Program is having on your students, and why they should continue funding. We will contact you if this is a requirement for your school, and your assistance is very much appreciated!

1. What is the age of your child or children participating in the Books in Homes Programme? (Tick all that apply)

☐ 0-3 years old
☐ 4-5 years old
☐ 6-8 years old
☐ 9-12 years old

2. Does your family speak a language other than English at home?

☐ Yes
☐ No

If yes, what are the main languages spoken?

3. Since the introduction of the Books in Homes Programme, has your child wanted you to read to them more often?

☐ Yes
☐ No

4. Has the Books in Homes Programme been a useful tool in helping you to teach your child how to read at home?

☐ Yes
☐ No
☐ Sometimes

5. On average, how often do you read with your child at home?

☐ Daily

6. How has the Books in Homes Programme contributed towards your child's:

Exclude	Major effect	Moderate effect	Neutral	Little effect	No effect
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Are there any particular authors that are written by particular authors?

☐ authors only
☐ by indigenous authors
☐ diverse authors

8. How do you feel about the Books in Homes Programme?

9. I thank you for SPONSOR NAME (the generous sponsor of the Books in Homes Programme)

Frequently Asked Questions

Delivery

Q: Do I have to contact Books in Homes when our early childhood centre's Preview Pack and / or Bulk Order has arrived?

Yes. Books in Homes keeps track of every delivery to make sure nothing has gone awry on the way to your early childhood or community centre. You can let us know by email, phone or fax (there will be a faxback confirmation sheet sent with your welcome email).

Q: What do I do if our early childhood centre's Preview Pack / or Bulk Order has not arrived?

Preview Packs should arrive in the first week of term, and you will receive an email from Books in Homes after placing your centre's Bulk Order to indicate when you should expect it to arrive. If your early childhood centre's Preview Pack / Bulk Order is taking longer to arrive than expected, please let us know and we can track it down for you. **Important Note:** you must let Books in Homes know of any missing orders or cartons within the same term that the orders are placed, otherwise there is unfortunately nothing that Books in Homes can do to rectify the situation.

Q: I can't find the Book Labels in our early childhood centre's Bulk Order. Where are they located?

Usually your early childhood centre's book labels will be located in Carton 1 of your order. Occasionally, the labels may be placed in another box depending on how it is packed at the warehouse, so make sure to check all of your cartons. If your labels are still missing after checking each carton, let us know and we'd be happy to send replacements.

Q: I think something is missing from our school's Bulk Order. How can I check?

There will be a packing slip that is sent with your Bulk Order listing everything that should be located in your cartons, which you can use as a reference. If there is something still missing after crosschecking your Bulk Order against the packing slip, let us know and we'd be happy to send a replacement.

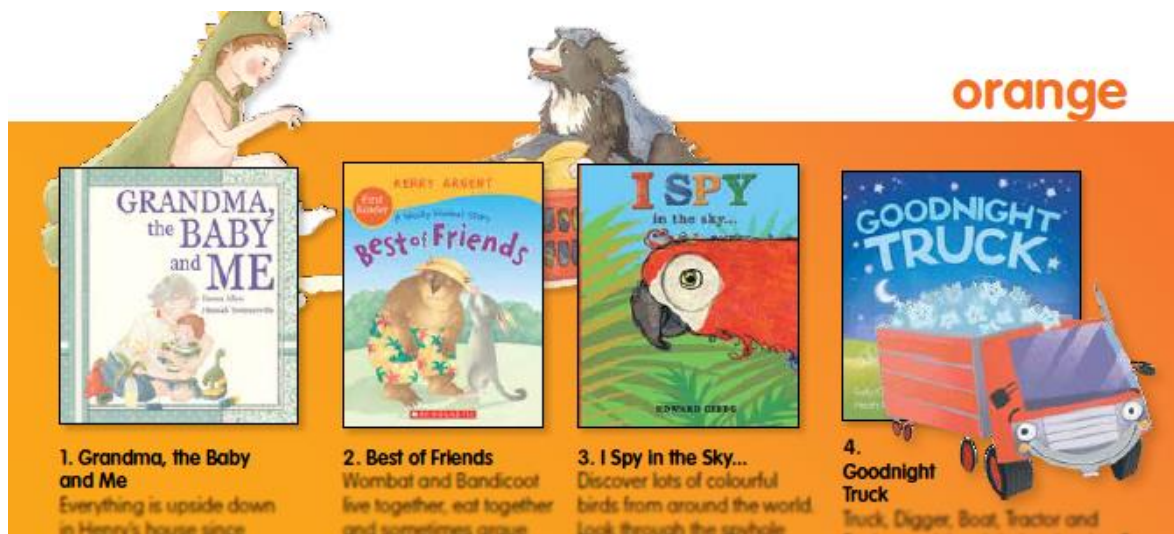
Ordering

Q: Do I have to use the Community Order Spreadsheet that Books in Homes sends me at the start of term?

Yes. Once your early childhood centre's order is sent back to us, it is processed digitally before sending it to be packed and shipped by Scholastic. Our processing system can only read the Books in Homes Community Order Spreadsheets that we send to your early childhood centre.

Q: Some students have left our early childhood centre and new students have enrolled since our last term on the Books in Homes Program. How do I let you know?
All you have to do is update your Community Order Spreadsheet as you input the current term's orders by deleting any students that have left, and adding in the details of any new students.

Q: When filling in my Community Order Spreadsheet, do I write the full book titles?
No. Please ONLY input the Book Number as it corresponds to the Book Catalogue. Using the below catalogue example, *Grandma, the Baby and Me* should be listed as 1; *Best of Friends* should be listed as 2, so on and so forth.



Q: Our early childhood centre is sponsored for a certain number of students on the Books in Homes Program. What can I do if enrolments have increased and student numbers now exceed our early childhood centre's funding?

If the number of students participating in the Books in Homes Program at your centre exceeds your funding limit, your centre may have to self-fund the additional students, or limit the number of students participating. If you're unsure about how many students your early childhood centre has funding for, or have any concerns, please contact us and we'd be happy to talk you through it.

More Information

Books in Homes website

www.booksinhomes.com.au

You can find more information on the Schools Hub of our website:
<http://booksinhomes.com.au/schools-hub/>

Information includes:

- Key Dates.
- Book Catalogues in PDF.
- Schedules (orders deadline).
- Various guidebooks, guidelines and forms.

Books in Homes Ezine – *The Bridge*



Your Principal's and Books in Homes Coordinator's names will automatically be added to our subscription list when your school, centre or community joins the Program. *The Bridge* is sent out monthly. Subscribers get the opportunity to read heart-warming stories about children on our Program; get to know our Sponsors and Role Models, and also give you access to additional competitions and opportunities.

Follow us on Facebook and Twitter



facebook.com/booksinhomesaustralia



twitter.com/booksinhomesaus



MEDIA CONSENT FORM

Dear Parents and Guardians,

Books in Homes Australia encourages community awareness through local media outlets. As such, photos or videos may be taken at events such as Book Giving Assemblies and may be published by different media sources.

Should this occur, we seek your permission to allow your child / children to participate in the photo or video sessions and, if required, for the photo/s or video/s to be published in Books in Homes Australia print or online marketing materials, or other media outlets. These photos or videos will become the property of Books in Homes Australia.

Name(s) of Child / Children _____

Name of School _____

Class(es) _____

CONSENT

I / We are the parents / guardians of the above named child / children, and hereby give my / our full consent.

SIGNED

Date: _____

Date: _____

The Charitable Foundation for Books in Homes Australia

ABN 54 303 757 654

1767 Botany Road Banksmeadow NSW 2019 | PO Box 647 Botany NSW 1455

Phone: 02 9434 2488 | Fax: 02 9475 1333 | Email: support@booksinhomes.com.au

www.booksinhomes.com.au