

Preschool 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 students choice** – children succeed best in the Program when they select their own books.
- **Providing the books through schools** – educators use Preview Packs in libraries, integrate the books into schoolroom activities, and celebrate reading during Book Giving Assemblies.
- **Involving members of the community** – parents, caregivers, volunteers, and mentors participate in the Program by preparing book packs, joining Book Giving Assemblies, or reading with children.

“We’ve had a great deal of success using Books in Homes Australia, as it has motivated the students to become eager readers, and, just as important, it has raised the awareness within our community that reading is important and enjoyable.” – Principal

Who do I contact?

Contact 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 school receive?

Preview Pack & Caught Being Good Delivery



A Preview Pack – Your school receives three Preview Packs (12 titles in each, delivered in Terms 1, 2, and 4) for a total of 36 books per year. Through the Preview Pack, students will view and handle all of the books before making their selections. Your school keeps the Preview Pack for library, or schoolroom use.

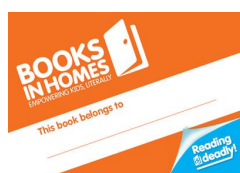


Catalogues / Order Forms – Each term, students receive a Catalogue with an Order Form.

Bulk Order Delivery



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



Book Labels – Each term, your school 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, students receive one sturdy waterproof bag.

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

Step 1: Designate a Coordinator	Page 5
Step 2: Receive the First Preview Pack Delivery	Page 6
Step 3: Have Students Select Their Books	Page 7
Step 4: Send Compiled Orders	Page 8
Step 5: Receive the Ordered Books	Page 9
Step 6: Prepare the Books	Page 10
Step 7: Organise a Book Giving Assembly	Page 11
End of Term Checklist	Page 12
Frequently Asked Questions	Page 13
More Information	Page 15
Media Consent Form	Page 16

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.
- **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 the 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 the students.
- **Notify Books in Homes Australia that the Preview Pack has arrived safely.**

Preview Pack & Catalogues




The image shows a cardboard box on the left with several labels. One label is from Scholastic, with the text 'Please do not open until books arrive', 'SCHOLASTIC', 'www.scholastic.com.au', and '16-17 Sydney Avenue, Cammerajong NSW 2577, Ph: 02 4522 1800'. Another label is orange and says 'URGENT BOOKS IN HOMES DELIVERY'. There is also a standard shipping label with a barcode. To the right of the box is a logo for 'URGENT BOOKS IN HOMES DELIVERY' featuring a stylized open book icon.


Preview Pack & Catalogues



Dr. Seuss
Milsoms Point Public School
Alfred Street
MILSONS POINT NSW 3061




**BOOKS
IN HOMES**
EMPOWERING KIDS LITERALLY




PREVIEW PACK


Location	Qty	Book No.	Description	Page 1
	49	<i>Brochures come in bundles of 8, therefore this school receives 49 bundles for 392 students (49 x 8 = 392)</i>		
BO01	1176		392 BROCHURES — <i>The total number of Brochures this school receives this term</i> BOOK LABELS PREVIEW ITEMS	
BO01	1	01	WATCH ME	
BO02	1	02	MUTT DOG!	
BO03	1	03	SEBASTIAN LIVES IN A HAT	
BO04	1	04	MY DADDY SNORES	



Dr. Seuss
Milsoms Point Public School
Alfred Street
MILSONS POINT NSW 3061




**BOOKS
IN HOMES**
EMPOWERING KIDS LITERALLY




PREVIEW PACK

Location	Qty	Book No.	Description	Page 1
	49	<i>Brochures come in bundles of 8, therefore this school receives 49 bundles for 392 students (49 x 8 = 392)</i>		
BO01	1176		392 BROCHURES — <i>The total number of Brochures this school receives this term</i> BOOK LABELS PREVIEW ITEMS	
BO01	1	01	WATCH ME	
BO02	1	02	MUTT DOG!	
BO03	1	03	SEBASTIAN LIVES IN A HAT	
BO04	1	04	MY DADDY SNORES	



Dr. Seuss
Milsons Point Public School
Alfred Street
MILSONS POINT NSW 2061

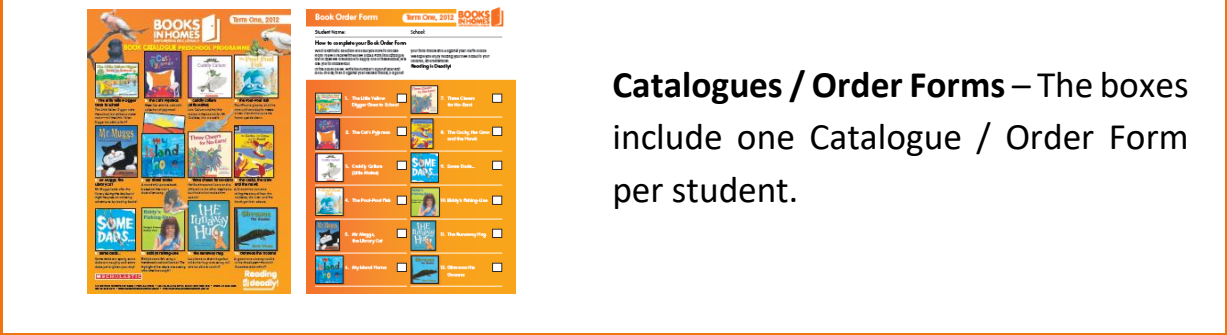
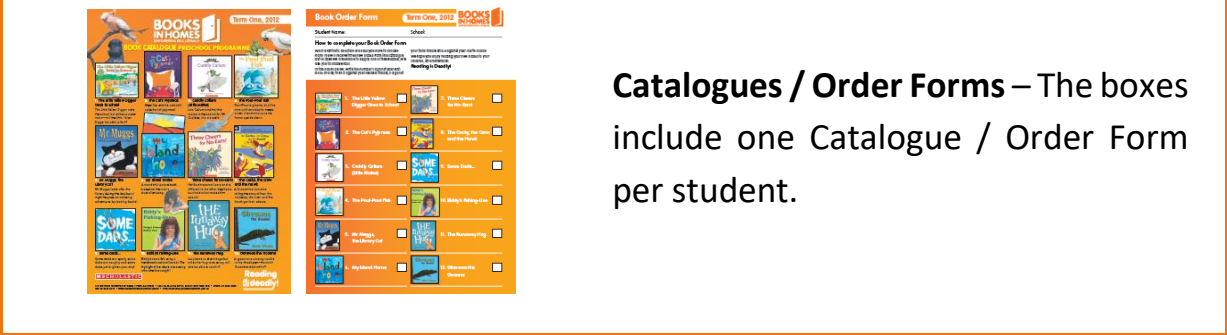



PREVIEW PACK

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.

Location	Qty	Book No.	Description	Page 1
	49	<i>Brochures come in bundles of 8, therefore this school receives 49 bundles for 392 students (49 x 8 = 392)</i>		
BO01	1176	392 BROCHURES	<i>The total number of Brochures this school receives this term</i>	
		BOOK LABELS		
		PREVIEW ITEMS		
BO01	1	01	WATCH ME	
BO02	1	02	MUTT DOG!	
BO03	1	03	SEBASTIAN LIVES IN A HAT	
BO04	1	04	MY DADDY SNORES	





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

Step 3: Have Students Select Their Books

"The Books in Homes Program gives our students the opportunity to choose books that interest them, as well as provide a stimulus for hooking them into reading." – Principal

- **Display the Preview Pack**
 - **Set up the Preview Pack in the library,** or other designated location.
 - **Arrange the books in a similar order as the catalogue** for easier viewing.
 - **Allow 30 minutes per class** to see the books.
- **Have students complete the Order Form:**
 - **Distribute the Catalogue / Order Form** to each child.
 - **Let students choose the books.**
 - **Have students fill out the Order Form** and provide their:
 - Full Name
 - Class
 - School
 - Teacher
 - Four books in order of preference – write "1" next to the first choice, "2" next to the second choice, etc.

Book Order Form
Term One, 2012

Student Name: _____
School: _____

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. The Little Yellow Digger Goes to School	 7. Three Cheers for No-Ears!
 2. The Cat's Pyjamas	 8. The Cocky, the Crow and the Hawk
 3. Cuddly Calkum (Little Mates)	 9. Some Dads...
 4. The Pout-Pout Fish	 10. Biddy's Fishing-Line
 5. Mr Muggs the Library Cat	 11. The Runaway Hug
 6. My Island Home	 12. Girrawaa the Goanna

NOTE: Students 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

“Books with numbers and math quiz questions have become more popular and really enhanced how the kids respond to numeracy in the class room environment in which we operate.” – Principal

- **Receive a Preschool 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 student to the Program, add a row to the spreadsheet and insert “Y” for “Yes” in the New Student column.
 - If a student is no longer at the school, or no longer participating, delete that student from the list.

Teacher	New Student	Class	Student Name	Book Choice 1	Book Choice 2	Book Choice 3	Book Choice 4	Gender M / F
Ms Brown		Pre	Smith, Sarah	1	8	12	3	F
Mr Collins	Y	Pre	Brown, John	12	5	7	9	M

Example of Preschool 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 Preschool Order Spreadsheet to Books in Homes Australia by the due date** to ensure that students 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 Preschool Order Spreadsheet.
- **Organise the student 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 – Each box has an *Urgent Delivery* Books in Homes Australia sticker.

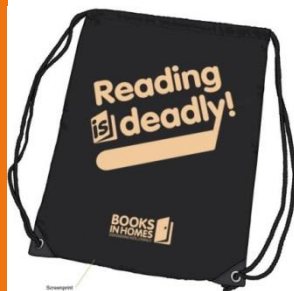
Bulk Orders Packing Slip Example:

SCHOLASTIC		BOOKS IN HOMES EMPOWERING KIDS. LITERALLY	
Dr. Seuss Milsons Point Public School Alfred Street MILSONS POINT NSW 2061		BULK ORDER DELIVERY	
Dr. Seuss		Class: Kinder	
Location	Qty	Book Number	Description
BB16	1	16	UNHAPPY GOLDFISH
BG42	1	42	FATAL FORCES
BP32	1	25	THORPEY MATES
BW02	1		BIH BAG DEEWR KIMBERLEY
		Customer No: 186490 Date: 02/09/2009 Term: 4 2009	
		Sean Mcallum Sean Mcallum Sean Mcallum Sean Mcallum	

Student 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 child, per term. The quantities of each book should match your Preschool Order Spreadsheet (see Step 4).



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



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

Step 6: Prepare the Books

“Our senior class has taken over the role of ordering and swapping the books of the younger students in the school. This has given them independence and has enabled them to become mentors.” – Principal

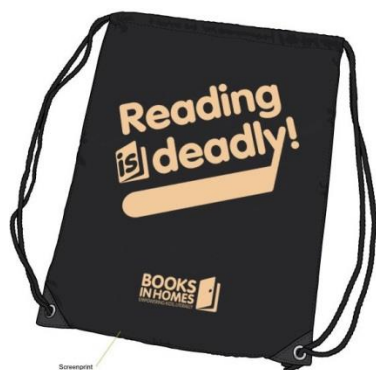
- **Recruit volunteers to help prepare the books for students** (e.g. parents / caregivers, community members, or older students).
- **Write each student’s name on a label three times** (one per book).



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



- **Pack the books in each student’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 students' Books in Homes books, and can often include a short speech, performance or workshop from one of our Role Models.
- **Book Giving Assembly Date / Time** – It is paramount that preschools provide us with the date and time of their Book Giving Assemblies as soon as possible, as our Role Models and Sponsors often have full diaries and can be booked up months in advance.
- **Sourcing a Role Model** – We then begin sourcing a Role Model for your school, who will attend your Book Giving Assembly to inspire your students to read and succeed. Finding a Role Model depends on their proximity to your school, their mode of travel, and most importantly, their availability.
- **Sponsor's Invitation** – If your preschool is not self-funding, we also send an official invitation to your Sponsor to attend the assembly. Once the Sponsor has sent in an RSVP, the name of the Sponsor Representative will then be emailed to you.
- **Make sure you take plenty of photos during the Book Giving Assembly!** – It is imperative that you email photos to Books in Homes. When schools are not self-funded but sponsored, we need to 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.



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 parents 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. Your assistance is greatly 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:

Attitude	Major effect	Moderate effect	Neutral	Little effect	No effect
Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Understanding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Enjoyment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Confidence	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Are the books that are written by particular authors?

☐ Authors only
☐ Indigenous authors
☐ Diverse authors

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

☐ I love it
☐ I like it
☐ I don't like it
☐ I don't know

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 preschool'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 preschool. 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 preschool'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 school's Bulk Order that will indicate when you should expect it to arrive. If your preschool'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 we can do to rectify the situation.

Q: I can't find the book labels in our preschool's Bulk Order. Where are they located?

Usually your preschool'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'll arrange 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. You can use the packing slip as a reference. If there is something still missing after cross-checking your Bulk Order against the packing slip, let us know and we'll arrange to send you a replacement.

Ordering

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

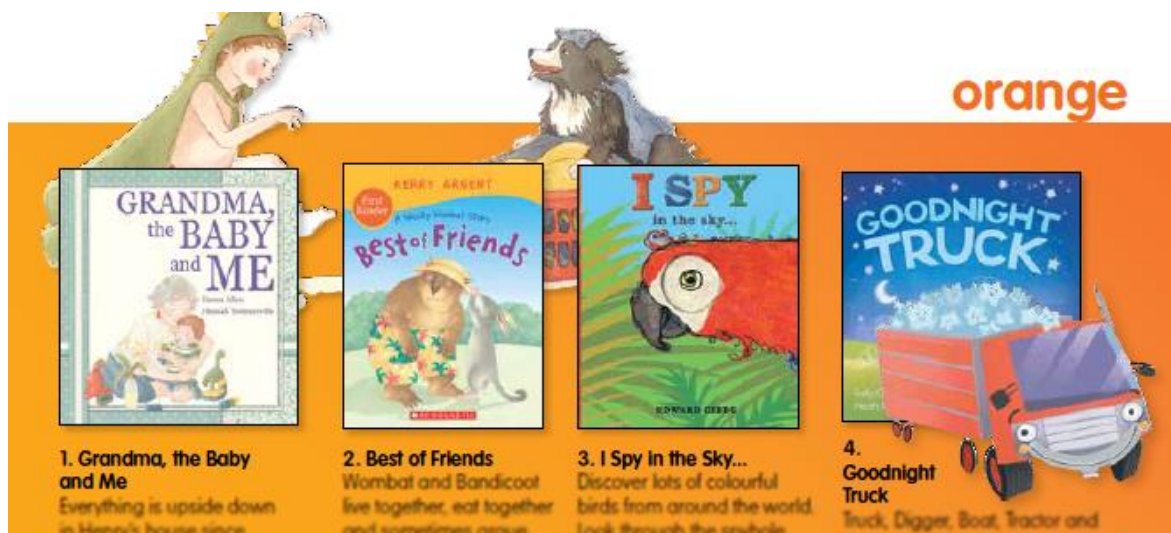
Yes. Once your preschool's order is sent back to us, it is processed digitally before sending it to be packed and shipped by Scholastic. Our processing system can only read the Books in Homes Preschool Order Spreadsheets we send to your preschool.

Q: Some students have left our preschool 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 Preschool 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 Preschool 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 preschool 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 preschool's funding?

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

Book Giving Assembly

Q: When do I have to inform Books in Homes about our school's Book Giving Assembly date and time?

As soon as you can! It takes a while to coordinate the availabilities of both Sponsor representatives and Role Models, and Books in Homes has more chance of organising guests for your assembly with a generous lead time. If you're able to let us know all of your Book Giving Assembly dates and times at the start of the school year that would be ideal, but at the very least in the first two weeks of term.

Q: A representative from our Sponsor will be attending our Book Giving Assembly. Is there anything that our school should do to include them in the assembly?

There sure is. Generally, sponsor representatives don't speak at assemblies, however, it would be great to include them in handing books to children, shaking hands, taking photos and most importantly, make sure you say a big THANK YOU for their support! You may also want to read through the Book Giving Assembly checklist that is sent out to your school with a Role Model Confirmation email. If you want to get started early then you can download the Book Giving Assembly Guidelines for Schools from the [Schools Hub](#) on our website.

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