

Key Points To Remember About IPTV/RTL Family Book Clubs

By submitting an application and being accepted into the IPTV/RTL Book Club program, you agreed:

1. to provide at least one person to be the Book Club Trainer (the person conducting the Book Club sessions). New trainers are required to attend a 3-hour ICN session at an ICN classroom in or near their community. ALL trainers are required to attend an 8-hour train-the-trainer session. The train-the-trainer sessions will be held in late-July and August. One trainer from each Book Club is required to attend a Winter ICN session in February or March in order to administer the End-of-Year Evaluation survey.
2. that at least 80% of the children and families who will participate in your RTL Family Book Club are considered “low income”.
3. to conduct eight (8) sessions that are at least one hour long with the same parents. This means you cannot conduct one Book Club session in school “A” for one group of parents and then the next month conduct a session in school “B” for a different group of parents. We understand that parents may not be able to attend all eight (8) sessions but the same families must be invited to all eight (8) sessions. RTL follows the Iowa Department of Education’s Professional Development model. To change adult behavior many examples and opportunities for practice must be provided.
4. to provide child care for the children whose parents are attending the Book Club session. Children cannot be present to when you are discussing the first five elements of the curriculum because it is not developmentally appropriate information for them to hear. You will need to provide child care for that period of time. Children can join their families for the Learning Triangle portion of the Book Club session.
5. to discuss all of the Book Club elements at each session. These elements are:
 1. Create an Environment that Welcomes, Honors and Connects (Includes Focus Activity/Warm Up);
 2. What is Ready To Learn (RTL)/Iowa Public Television (IPTV)?;
 3. Family Involvement;
 4. Media Literacy; &
 5. What Can Families DO at Home to Support Their Child’s Learning?.(Refer to the document titled *Family Book Club Curriculum and Indicators* for information about the elements and indicators.)
6. to complete the Family Book Club Reporting Form online by the 5th of the month following the month the Book Club session was held. EXAMPLE: Book Club session held in November will need to have a report submitted to IPTV by December 5 to continue receiving books. Go to http://www.iptv.org/education/early_childhood.cfm find the report. If you have difficulty with the online report form, contact Tammy Lorch (tammy.lorch@iptv.org). When we receive your report, Tammy will send you a confirmation e-mail (usually within 2 business days) letting you know that we have received your report. If you do not receive a confirmation e-mail from Tammy within two to three business days after you submitted your report, please contact her via e-mail to inquire about your report.
7. to evaluate the Book Club sessions at the end of the program year (in April or May) using the surveys we will send you. After the parents complete the surveys, you will return them to us. We will compile the data, analyze it and write a report which you can use with your funders or in anyway you wish. In February or March, you are required to attend a 1-2 hour ICN about the evaluation process. You will receive more information later.
8. to develop a plan for recruiting families to participate in your monthly Book Club sessions.
9. to return all undistributed books and materials by the designated dates.
10. to have parents complete the Participant Registration Form (*2008-09 Family Book Club Registration Form*) the first time they attend a session. If they are unable to do so, you can complete it for them. You will use this form to track participant attendance. Keeping attendance is important because you will need to know how many sessions each parent attended when conducting the end-of-year evaluation. Trainers must keep these forms on file at their Book Club site for three years in case the RTL program is audited, then they may be destroyed/shredded. You do not need to send them to us unless requested to do so.

General Information

11. In the early Spring you may request participation certificates for families who attended sessions during the program year. You can distribute these participation certificates at your last Book Club session in May or June.
12. We communicate only through e-mail. If your address changes, let us know. Please check to make sure our e-mails to you are not blocked.
13. Please become familiar with the current schedule of PBS KIDS programs aired on IPTV. You can record a day’s worth of programs and watch at your convenience. The old favorites are still there but many new ones have been added. Currently, the IPTV Kids Schedule changes three times each year (Spring-Summer-Fall). It is what is printed on the back of the Activity Sheet each month and is also available to download in .PDF from our Web site

(<http://www.iptv.org/kids/kidsfamily.cfm>) near the top of the page. If you are looking for specific episode descriptions (for example what Caillou will be about at 10:00 a.m. on November 2) go to our main Web page (<http://www.iptv.org/>) and you'll see the heading "TV SCHEDULE"; click on "full day" which will take you to an interactive page where you can click on specific days or specific programs to view episode descriptions.

14. You may keep one book for your classroom library each month. If you receive Spanish books, you may keep one English and one Spanish book. This is a token of appreciation to you from us to thank you for your help children and families learn the importance of reading. We hope you will read the book to the children and/or use it in some way in your classroom.
15. Our Book Club program year runs from September through June. We are on a year-to-year funding cycle so we do not know if the Book Clubs will continue after July 1, 2009.
16. For information about program content, funding, guidelines, book orders, change in number of books requested, monthly reports, etc. contact Tammy Lorch at tammy.lorch@iptv.org or 515.242.6283.

Scheduling Information

17. Try to schedule your Book Club sessions near the beginning of the month. Families will then have more opportunities to watch with their children the PBS KIDS programs that are listed on the Activity Sheet. In this way, they will be completing at least one part of the Learning Triangle.
18. You may schedule your Book Clubs at any time of day or any day of the week. Most Book Clubs find that their attendance increases if they conduct the sessions when it is convenient for parents in their program to attend.
19. The Book Club session must be at least one hour long. They may be as long as you wish. Some clubs serve a meal, conduct a business meeting, provide information on other topics, and/or allow time for socializing. However, it takes at least one hour to present the content that the funders require. We suggest scheduling your sessions for 75 minutes to allow some time for people to arrive and get settled.

What you will receive from IPTV and what to do with it!

20. IPTV/RTL will do its best to send you books that match the theme you selected when you submitted your application. If we have to switch themes, we will e-mail you and let you know. Please keep a copy of your training calendar distributed at the train-the-trainer session.
21. Books are typically sent the third week of the month. (EXAMPLE: Books for December are mailed during the third week of November). We usually send an e-mail notifying you know that the books have been sent. Make sure your mailing and e-mail addresses are correct. Sometimes, books cannot be delivered to a Post Office box. If your box has not arrived, please check with the person who receives/sorts your mail before contacting us.
22. Each package from IPTV will contain the number of books you requested and copies of the English activity sheet for the theme you requested (same number as the number of books for English-speaking families). Some times we may send you additional materials related to the theme you selected.
23. The Spanish activity sheet will be posted on the IPTV/RTL Web site (http://www.iptv.org/education/early_childhood.cfm). You will receive an e-mail notifying you when the Spanish Activity Sheet is available. Please download and print copies for your Spanish-speaking participants. Be sure to copy the IPTV KIDS Schedule on the back of the Spanish Activity Sheet.
24. If you work with Spanish-speaking families, we try to buy bilingual books (both Spanish and English words in the same book). There are not many bilingual books available and some are too expensive. When you receive a bilingual book, you are to give it to the families who speak only English as well as to the families who speak Spanish.
 - ▲ When bilingual books are not available, we will send enough English books so you can give the Spanish speaking families both an English and a Spanish book. Families who speak only English are to receive only an English book.
25. Books can only be given to families who attend the session. This program is *not a free book give-away*. Books cannot be given to families who do not attend the Book Club session. Books cannot be mailed to families. They cannot be distributed as part of parent-teacher conferences unless a one-hour Book Club session has been conducted as part of the conference.
26. Distribute one book per family. If there are two or more children from the same family in your group, the family only receives one book. One exception to this rule is if the adults caring for the child do not live in the same household and both attend the Book Club session, then each can have a book.
27. "PBS Families" is a wonderful resource that unfortunately is no longer being published. Sometimes we will send you copies. If you do not use them, do *not* throw them away! Return those you do not distribute with your books.
28. Occasionally, we will send you postcards with a family friendly message on it. We will send the same number as the number of books you requested. If you requested Spanish books, you will receive that number of Spanish postcards. Put these in children's backpacks in between Book Club sessions. Do *not* distribute them during the Book Club session. They are designed to be a "reminder" or follow-up to what was discussed during the Book Club meeting. They can also

be used to recruit families. You can distribute the postcards to families who did not attend the Book Club sessions or you can return unused ones to us. Please do not throw them away. If you do not want the postcards, let us know so that we do not send them to you.

29. All books that are not distributed must be returned to IPTV. When you return books, include a note in the box/envelope with your name and your assigned IPTV Book Club name so that we know who to “credit” with the return. If you don’t have books to return, you need to let us know so you will receive “credit.” Return dates are: December 30, March 30, and June 15. We will send a reminder e-mail before the return date. Send books to:

Elizabeth Stamper, RTL
 Iowa Public Television
 6450 Corporate Drive
 PO Box 6450
 Johnston, IA 50131

Information on the Learning Triangle

30. During each Book Club session, you must show the families (and children if you wish) a clip from a PBS KIDS program (Clifford, Word World, etc.) as part of the Learning Triangle. If you show a clip such as *Parenting Counts* as part of the media literacy or child development portions of your session, it does not replace a clip from a PBS Kids program that you show as part of the Learning Triangle.
31. You will receive a RTL Clip Reel of PBS KIDS programs from us that you may use during your Book Club sessions. Please take time to look at all of the clips that match your theme before selecting one. The titles do not always explain what the clip is about. Remember to explain the clip to the families and children before showing it. Make sure to tie it to the theme so they understand why they are watching it.
32. The RTL Clip Reel may not be duplicated. If you will not be part of next year’s IPTV/RTL Book Club program, you must return the RTL Clip Reel to IPTV by June 15.
33. We encourage you to use the Learning Triangle during your classroom day. Look for opportunities to develop Learning Triangles for math, science and literacy lessons. Remember, we are only asking that you have the children watch a short clip from a program and not the whole show.

Important Dates at a Glance

5 th of each month	Book Club report from previous month due
3 rd week of each month	package with books, English Activity Sheets, and possibly other materials will be sent to you
December 30	return DUE DATE for books & <i>PBS Families</i> not distributed in September, October, November, & December
late March	request participating certificates for participants who have attended Book Club sessions
March 30	return DUE DATE for books & <i>PBS Families</i> not distributed in January, February, & March
April or May	administer End-of-Year Evaluation surveys and then return to IPTV
June 15	return DUE DATE for books & <i>PBS Families</i> not distributed in April, May, & June

Important Contact Information at a Glance

Ready To Learn
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 Johnston, IA 50131

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