

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 a Book Club Trainer (the person conducting the Book Club sessions). New trainers are required to attend a 3-hour ICN training at an ICN classroom in or near their community. ALL trainers are required to attend an 8-hour train-the-trainer workshop in Johnston. The train-the-trainer workshops 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. to recruit providers who are currently employed in a setting where they are caring for and educating children other than their own. 80% of the Book Club members must be able to use television and other forms of educational media in their child care setting.
3. to conduct eight (8) sessions that are at least one hour long with the same providers. This means you cannot conduct one Book Club session in location/town "A" for one group of providers and then the next month conduct a session in location/town "B" for a different group of providers. We understand that providers may not be able to attend all eight (8) sessions but the same providers 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 discuss each of the six 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. Child Development;
 4. Media Literacy;
 5. Early Literacy; &
 6. the Learning Triangle.(Refer to the document titled *Provider Book Club Curriculum and Indicators* for information about the elements and indicators.)
5. to complete the Provider 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.
6. to evaluate the Book Club sessions at the end of the program year (in April or May) using the End-of-Year Evaluation surveys we will send you. After the providers 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 any way 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.
7. to develop a plan for recruiting providers to participate in your monthly Book Club sessions.
8. to return all undistributed books and materials by the required dates.
9. to have providers complete the Participant Registration Form (*2008-09 Provider Book Club Registration Form*) the first time they attend a session. You will use this form to track participant attendance. Keeping attendance is important because you will need to know how many sessions each provider 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

10. In the early Spring you may request participation certificates for providers who attended sessions during the program year. You can distribute these participation certificates at your last Book Club session in May or June.
11. 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.
12. 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.

13. You may keep one copy of each book (two books total) 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 from us to thank you for helping 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.
14. 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.
15. 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

16. Try to schedule your Book Club sessions at the beginning of the month. Providers will then have more opportunities to watch with their children (or record) 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.
17. 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 in the evenings.
18. The Book Club session must be at least one hour long and most are 1½ to 2 hours long. Providers love to talk and learn from each other. 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.

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

19. RTL/IPTV will do its best to send you books that match the theme you selected on the training calendar. 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.
20. 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.
21. 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 providers). Some times we may send you additional materials related to the theme you selected.
22. 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.
23. If you work with Spanish-speaking providers, 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 providers who speak only English as well as to those who speak Spanish.
 - ▲ When bilingual books are not available, we will send enough English books so you can give the Spanish speaking providers both an English and a Spanish book. Providers who speak only English are to receive only an English book.
24. Books can only be given to providers who attend the session. This program is *not a free book give-away*. Books cannot be given to providers who do not attend the Book Club session. Books cannot be mailed to providers.
25. You will usually receive two books on the same theme to distribute to providers. One will be for children who are in the B-2 (birth to 2 years) range and the other for children who are 3-K (3 to 6 years). Sometimes you will receive one book for children who are either B-2 or 3-K and then a second book for older (school-age) children. The book for older children can be used by providers to learn more about the topic so they can answer children's questions. They can also read a page or two from these books to children who are very interested in the topic or use them with older children in their care.

26. 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

27. During each Book Club session, you must show the providers a clip from a PBS Kids program (Clifford, WordWorld, 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.
28. 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 providers before showing it. Make sure to tie it to the theme so they understand why they are watching it.
29. 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.

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 not distributed in September, October, November, & December
late March	request participating certificates for participants who have attended 90% of Book Club sessions
March 30	return DUE DATE for books 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 not distributed in April, May, & June

Important Contact Information at a Glance

Ready To Learn	Tammy Lorch, RTL Specialist
Iowa Public Television	tammy.lorch@iptv.org / 515.242.6283
6450 Corporate Drive	
PO Box 6450	Marcia Wych, Administrative Assistant
Johnston, IA 50131	marcia@iptv.org / 515.242.4187

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