



Reading Is
Fundamental
Pittsburgh

Books for Keeps Program



2023-2024 Info Packet

updated 8/29/23

What is Books for Keeps?

Books for Keeps (BFK) features fun, educational **Reading Celebrations (RCs)** that combine storytimes, motivational literacy activities, and the opportunity to select a book to take home and keep. Each school year, your site will receive 3 rounds of interactive Reading Celebrations led by RIF Pittsburgh Children's Programming Coordinators. Designed to engage children in the joy of reading and learning, Reading Celebrations pair interactive storytimes with engaging, complementary activities like crafts, games, and even science experiments! By weaving literature together with art, music, science and more, RIF Pittsburgh works to ignite a passion for reading and learning that will follow children throughout their education.



Definitions

Reading is FUNdamental Pittsburgh (RIF):

Reading is Fundamental Pittsburgh, is a children’s literacy organization that works to lessen the literacy and achievement gaps in neighborhoods of need in Pittsburgh and Wilkinsburg. You can learn more about RIF here: www.rifpittsburgh.org

Reading Celebration (RC)

A Reading Celebration includes 3 main components and is led by RIF Children’s Programming Coordinators. Each RC includes a story read aloud, a related fun and engaging literacy activity, and student book selection.

Storymobile (SM)

Storymobiles are libraries-on-wheels, taking stories, activities, books, and literacy resources to early childhood centers, pre-K and kindergarten classrooms, after-school programs, public housing communities, and special events across our city. In bi-weekly visits, our Storymobile team leads innovative programming designed to build literacy skills, expand content knowledge, and get children excited about reading and learning. **If we serve PreK and/or Kindergarten at your site through our Storymobile program, those classrooms will not be served through Books for Keeps since they already receive services from us.**

Primary BFK Site Coordinator

The Primary Site Coordinator is the person at your site who will be RIF's main point of contact for coordinating BFK programming throughout the year.

Definitions Continued

PreK/Early Childhood BFK Site Coordinator

Because PreKs and Early Childhood Centers often operate somewhat independently from the rest of a school, we typically need a designated PreK/early childhood contact.

Secondary BFK Site Coordinator

Designating a Secondary BFK Site Coordinator is optional. However, a Secondary BFK Site Coordinator is helpful in the case that the Primary BFK Site Coordinator or the PreK/Early Childhood BFK Site Coordinator are out sick, on leave etc. We will only contact the Secondary BFK Site Coordinator if the Primary BFK Site Coordinator or the PreK/early childhood BFK Site Coordinator are unavailable unless otherwise noted.

RIF Children's Programming Coordinator/RIF Programming Team

Children's Programming Coordinators are skilled at preparing and leading, highly engaging, educational, and fun Reading Celebrations. At least 2 RIF Children's Programming Coordinators will visit your site for your Reading Celebrations. We sometimes refer to the team of RIF Children's Programming Coordinators that visit your site as a RIF Programming Team.

RIF BFK Booking Team

You will be assigned a member of the RIF Booking Team at the beginning of the year. This is the person you will schedule your Reading Celebration dates with and communicate with throughout the year.

Site Coordinator Responsibilities

1. **Submitting Your BFK Application**
2. **Booking & Orientation**
3. **Creating the Day-Of Schedule**
4. **Receiving Book Shipments**
5. **Communication & Reporting**
6. **The Day of the Reading Celebration**

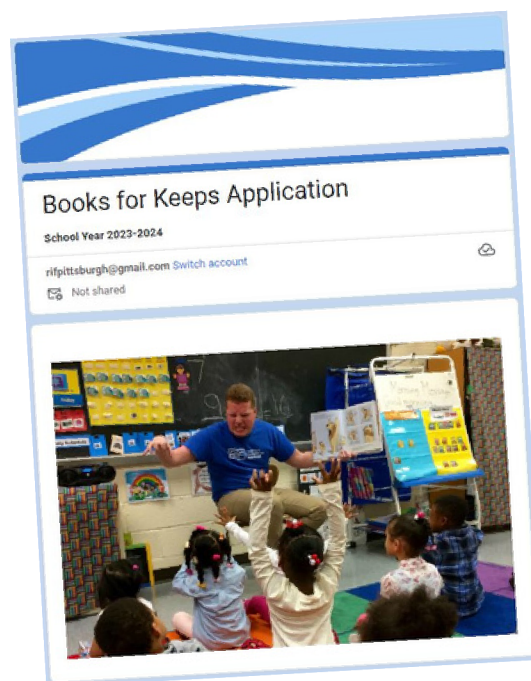


Submitting Your BFK Application

The School Year BFK Application is **due by 9/13/2023**. Space is limited and dates are available on a first come, first served basis. The sooner your application is submitted, the sooner we can book your Reading Celebration dates for the year! The application is through Google Forms and typically takes less than 20 minutes to complete.

An important note for sites that have both PreK/early childhood and school-age:

At these sites, we typically have a Primary BFK Site Coordinator (usually a librarian or school-age teacher) **and** a PreK/early childhood BFK Site Coordinator (usually a PreK/early childhood teacher or PreK Education Coach). **Coordinators, we understand that in the past we have worked with PreK/Early Childhood BFK Site Coordinators and Primary BFK Site Coordinators separately. However, moving forward PreK/Early Childhood BFK Site Coordinators and Primary BFK Site Coordinators will need to collaborate in order to obtain BFK services. Please submit 1 application that includes details for both the PreK/early childhood and the rest of the school.**



Booking & Orientation

Once your application is submitted, we will reach out to you to schedule a date and time for a booking & orientation call. During this call we will schedule your date(s) for round 1, round 2, and round 3 of your Reading Celebrations. You must schedule your Reading Celebrations for the entire year during this call since dates are limited. Should you need to adjust your dates at a later point, please just reach out to us and we will do our best to accommodate any necessary changes. This call also provides an opportunity for us to obtain any other important information regarding your site and answer any questions you may have.

During the school year, each site will have 3 rounds of Reading Celebrations. Typically, the 1st round of RCs occur during the fall, the 2nd round of RCs occur during the winter, and the 3rd round of RCs occur during the spring. Depending on the size of your site, it may take more than 1 day to complete each round of Reading Celebrations, i.e., it may take more than 1 day to see all of the classrooms at your site).



Creating the Day-Of BFK Schedule

The Day-of Schedule is key to ensuring a great visit to your site! The Day-Of schedule is the Primary BFK Site Coordinator's responsibility. This schedule lays out the time and location of each class's Reading Celebration. Please ensure that the schedule is sent to your RIF Booking Team member at least 2 weeks in advance of each round of Reading Celebrations! We will send an email reminder, requesting the schedule prior to each round of RCs with our BFK Day-of Schedule Template attached. **Please use the template as it significantly helps your RIF Programming Team!**

A few important notes about building the schedule:

- If we serve your PreK and/or Kindergarteners through our Storymobile program, please DO NOT include these classes in the BFK Schedule. If you aren't sure whether we serve PreK and/or K through Storymobile, feel free to reach out to us.
- The RIF Programming Team can go from room to room serving each classroom, or each classroom can come to us in a central location such as a library. If a RC will be held in a central location other than a classroom (e.g., library), please indicate so in the 'Room #' column.
- Please leave a space in the schedule for RIF staff to take a 30-minute lunch break.
- You will create a schedule for each day that we will be at your site. If the round of Reading Celebrations requires more than one day, due to the size of your site, please copy and paste the template and fill in another schedule for each additional day of programming.
- **If your site has both PreK/early childhood and school-age, PreK/early childhood classrooms need to be looped into the schedule with the rest of the school.**

Please see the example on page 8

Day-Of BFK Reading Celebrations Schedule Example

10/18/23 Day 1				
Class Period	Time	Room #	Teacher Name	Grade Level
1	9:20-10:00	106	Ms. Williams	5th
2	10:05-10:45	108	Ms. Parker	4th
3	10:50-11:30	104	Mr. Yohe	3rd
4	11:30-12:05		LUNCH	
5	12:05-12:45	204	Mr. Altschuler	2nd
6	12:50-1:30	205	Ms. Brown	2nd
7	1:35-2:15	201	Mr. White	1st
8	2:20-3:00	203	Mr. Forrest	1st

10/19/23 DAY 2				
Class Period	Time	Room #	Teacher Name	Grade Level
1	9:20-10:00	107	Mr. Fahsel	5th
2	10:05-10:45	103	Ms. Reid	4th
3	10:50-11:30	102	Mr. Turner	3rd
4	11:30-12:05		LUNCH	
5	12:05-12:45	201	Mr. Sims	PreK
6	12:50-1:30	202	Ms. Westbrooks	PreK
7	1:35-2:10	101	Ms. Ladov	6th

Receiving Book Shipments

You will receive your shipment of books approximately 2 weeks in advance of each RC. The books will be shipped directly to your site to the attention of the Primary BFK Site Coordinator unless otherwise noted. Please set the books aside, in a safe location. Your RIF Programming Team will sort and organize the books the morning of the visit.

So that the books end up in the right place and in the right hands, please let us know if:

- The shipping location is different from the programming location
- If the “To the Attention of” is different from the Primary BFK Site Coordinator



Communication & Reporting

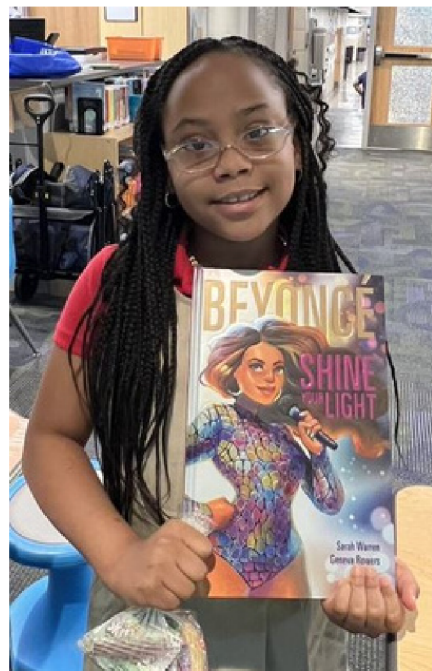
Site Coordinators communicate directly with the RIF BFK Booking Team to ensure that the Books for Keeps program is operating smoothly. Communication is essential to scheduling Reading Celebrations, monitoring book delivery, and improving book selection and program quality. Most of your scheduling and coordinating will be done through our BFK Booking Team. You will be assigned a member of the Booking Team at the beginning of the year. This person will be your primary point person throughout the year. **Please note, it is critical that teachers are aware of the Reading Celebration schedule so that they know the day, time, and location of their Reading Celebration(s). We will also provide a RC Reminder Email Template for Teachers for you to send out to your teachers the week of your scheduled RCs.**



The Day of the Reading Celebration

On the day of your Reading Celebration(s), your RIF Programming Team will arrive on-site at least 30 minutes in advance of the first RC in order to sort and organize books and prepare for the day. Our team is equipped with wagons to transport books throughout the building, and we will need access to an elevator if the programming occurs on multiple floors. We can go from room to room serving each classroom, or each classroom can come to us in a central location such as a library.

Our Children's Programming Coordinators will lead each RC. Our coordinators will read a story, guide children through an activity, and facilitate book selection. Book selection is one of the most important components of the Reading Celebration. We lay out a variety of books and allow each student to self-select their book. **By allowing children to choose their books, we help motivate them to want to read, while encouraging them to take pride in book ownership.** After selecting their book, every child will place their special nameplate sticker inside the book, marking it as their own!



Thank you for taking the time to read our Books for Keeps Info Packet. We hope that this guide helps answer any questions you may have and contributes to a wonderful year with



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