

F.R.E.D. (Families Reading Every Day) Procedure

Policy: EHS will provide families with books and materials so they can read to their children at home every day and do enrichment activities.

Performance Standard 1304.21 (a)(4)(iii), (iv)

Procedure:

- The Families Reading Every Day (F.R.E.D.) program will be introduced at Parent Orientation night.
- Each classroom will receive a set of F.R.E.D. materials containing the following:
 - A notebook containing Parent Sign-Up letter, Green Activity sheet, Individual Tracking sheet, Reminder letter, Monthly Summary Report, Master List, and Original Copies.
 - Children's books, each in a labeled green folder.
 - Distribution bags.
- Teachers should distribute the parent sign-up letter as soon as the materials are distributed.
- Teachers should create an individual tracking sheet for each child that will be participating.
- Teachers will sign out books on the tracking sheet for each child, noting the name of the book and the date borrowed.
- Each book will be distributed with the appropriate activity sheet and green parent activity sheet. The book and forms will be placed in the appropriate green folder.
- Teachers will sign in the books returned from each on the individual tracking sheet, noting the date returned and any missing items.
- Green parent activity sheets should be placed in a file for the Family Advocate.
- In order to minimize book loss, the teacher will:
 - Designate a specific day of the week for sending F.R.E.D. books home each week
 - Every week, children who are participating will either get a book or a letter reminding them to return their book.
 - If a book is not returned by the second week, the teachers will contact the parent and talk about ways to keep track of books. The family may receive another book at this time, even if they have lost the first one. The teachers will tell the parent they will be unable to continue the program if another book is not returned.
 - If a second book is not returned, the teachers will again contact the parent. The family will be reminded that they may not borrow another book until one is returned.
- At the end of each month, the teachers will fill out the F.R.E.D. monthly summary report and turn in to the ECE coordinator.