



# Home Visitor Book Bag Rotation Recommendations

## Checking OUT Book Bags

- Make sure each bag has four books before distributing.
- Complete the In/Out Tracker with child's name and bag number in the OUT column
- Take book bag in the student's home for families to begin to use!

## Checking IN Book Bags

- When a bag is returned, check that all materials are in the bag.
- If ALL materials have been returned:
  - Write the check in the bag under the IN column.
  - Give the next available book bag to the student on the day you visit.
- If 1-2 books are missing:
  - The child can still participate as normal in the book bag rotation.
  - Give the next available book bag to the student on the day you visit.
  - Let the parent and child know a book is missing and encourage them to return the book.
  - Ask the parent if they know where the book is.
  - Remind child and parent periodically if the book has shown up.
- If the whole book bag is not returned:
  - The child will sit out of the rotation for a week.
  - Give a notice to the parent of the bag # that was not returned
  - Remind the parent about the missing item and encourage them to bring it back.
  - If they are unable to find the missing item, you may add them back into the book bag rotation cycle after one week.
  - If the child loses another book bag they are unable to participate in the rotation program.
  - They can still be assigned a red book bag that they can read while in your care but they may not take a red book bag home.
  - If you know a family has lost a book bag during a transition period and is now in a more stable situation you are absolutely allowed to reinstate the child in the book bag rotation.