



# Book Bag Rotation Recommendations

## Checking OUT Book Bags

- Make sure each bag has four books before distributing!
- If using the pocket chart
  - Make sure each child has a card, personalizing it with their name and photo on the blank side.
  - Choose the Red Book Bag that corresponds with the number where the child's picture card is placed in the pocket chart.
  - Write the date on the back side of the kids card.
- Put book bag in the student's cubby or have student put it in their cubby.
- Remind students to take their book bag home that day.

## 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 date under the IN column on the backside of the child's name or picture card.
  - Place the card back into the number pocket it was in.
  - You will move the child's name or picture card to the next available book bag number on the day you distribute bags.
- If 1-2 books are missing:
  - The child can still participate as normal in the book bag rotation.
  - Place the card back into the number pocket it was in.
  - You will move the child's name or picture card to the next available book bag number on the day you distribute bags.
  - 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.
  - Leave the child's picture card in the pocket.
  - Add a blue flag to the pocket with the child's name or picture.
  - Give a blue "Please return missing book/book bag" notice to the parent.
  - 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 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.