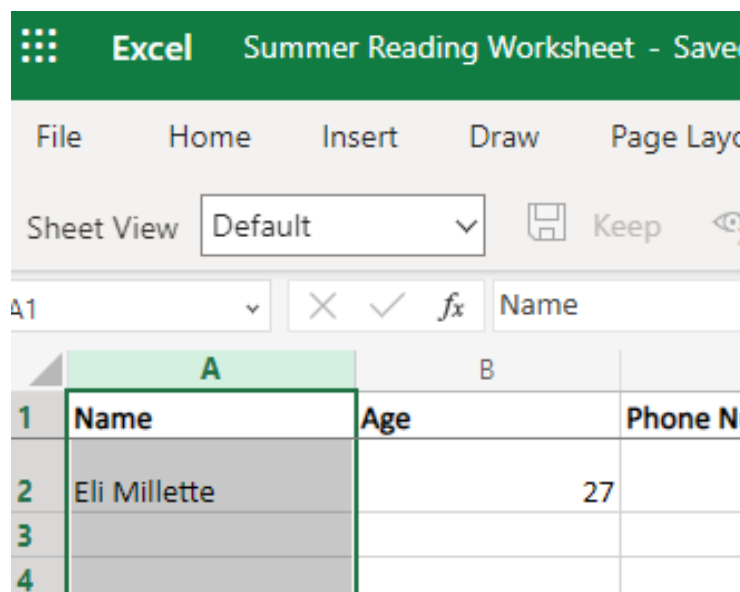


# Kids & Babies Summer Reading Guide Sheet

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## Signing someone and their child up for Summer Reading

- Open the Summer Reading Workbook on Onedrive
- Search to see if the person or family already has signed up in the spreadsheet



The screenshot shows an Excel spreadsheet with the following data:

	A	B	
1	Name	Age	Phone N
2	Eli Millette	27	
3			
4			

- If the person isn't on the Excel sheet yet, have them fill out a summer reading registration sheet (blank forms are located at the children's reference desk and the adult reference desk).

- Enter their info into the excel sheet using the corresponding tabs (put their name under the "name" section, etc.)
- You will then do one of two things:

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## If they are signing up for the Kids' Challenge:

- **Give them** from the Summer Reading Kids' supply stash (found in the children's workroom):
  - 1 necklace
  - 1 blank wooden bead (tell them they can decorate this bead using markers in children's room)
  - 1 kids' summer reading guidebook
  - 1 ticket for the Ohio State Fair



- **Tell them:** For every circle they fill in their guidebook, they can come and show a librarian. They will get a bead from our stash for each new circle they fill in.
- Each circle represents an amount of time spent reading. The kids and parents can choose from 30 min. or 1 hour.
- after 15 circles, the child can enter into the grand prize drawing and will receive a free book. let them choose which grand prize they want. Additional prizes are available at 25, 35, and 50!
- **If they ask about everything and want to know more, tell them:**
  - After 25 circles, the child can receive a free round of minigolf.
  - After 35 circles, the child can receive a exchange ticket to be used at the end of the summer reading. This ticket allows kids to trade any bead for a different bead, as long as the new bead has previously been attained.
  - After 50 circles, the child can receive a golden book and a new bead tracking book.
  - The challenge will officially end July 31, and we will have an award ceremony August 1 to announce our grand prize winners.

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## If they are signing up for the Baby Challenge:

- **Give them** from the Summer Reading Kids' supply stash (found in the children's workroom):
  - 1 rubber duck
  - 1 Babies summer reading book
  - 1 bookmark
- **Tell them:** For every circle they fill in their guidebook, they can come and show a librarian. They will get a big sticker from our stash for each new circle they fill in, and little stickers for each book.
- Each circle represents an amount of books read. Once the number of books is met, the sticker can be redeemed.
- after 50 books, the child can receive a free board book. let them choose which book they want.
- additional stickers will be available up through 100 books.



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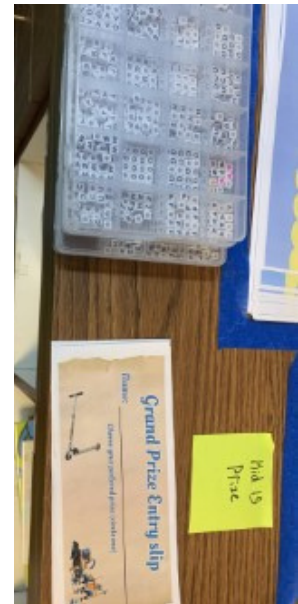
# Updating Readers Account - Kids

- Search to see if the person or family already has a summer reading account in our spreadsheet
- Update the "beads/circles filled in" and "number of times came in" sections
  - "Beads/circles filled in" is the total number of circles filled in, increase it to the new total.
  - "Number of times came in" will increase by one.

	E	F
ur	Beads/Circles Filled In	Number of times came in

- Allow the kid to choose beads from the bead catalogue equal to how much extra time they read since the last time they came in. The bead catalogue will be located in the children's workroom!
- Kids earn access to different types of beads the more they read. Be sure to follow the labels on the catalogue!
- If a kid has reached the following numbers, they are eligible for a prize. Double check in the spreadsheet to be sure they haven't already recieved one!
  - **15 (prize)**
  - **25 (prize)**
  - **35 (prize)**

- **If a kid reaches 15**, they get a couple different things.
  - They get to pick out a book (from my red cart)
  - They get a letter bead of their choice
  - They get a grand prize slip



- be sure to mark the spreadsheet that the kids have recieved their prize.

Recieved Book? (15 hours)	Entered into grand prize? (15 hours)

- Remind them that there are more prizes to win and more beads to get, even if they technically completed the challenge.
- **If a kid reaches 25**, they recieve a cirtificate for a free round of minigolf at Chips Clubhouse and a Chardon Polka Band Sticker.



- be sure to mark the spreadsheet that the kids have recieved their prize.

Recieved Minigolf round? (25 hours)

- **If a kid reached 35**, give them a exchange ticket.

Recieved exchange ticket? (35 hours)

- be sure to mark the spreadsheet that the kids have recieved their prize.
- finally, **Mark the childs book where you left off**. This will help us know the child recieved a prize if it doesn't make it to the spreadsheet.

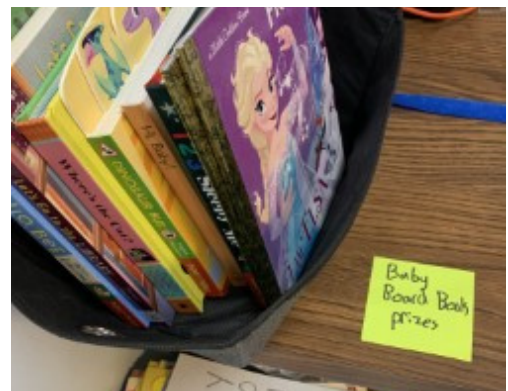


# Updating Readers Account -Babies

- Search to see if the person or family already has a summer reading account in our spreadsheet.
- Update the "Books read" and "number of times came in" sections
  - "Books read" is the total number of books read, increase it to the new total.
  - "Number of times came in" will increase by one.

Number of times came in	Books read

- If the baby has reached a number of books that would earn a special sticker, let them choose from the sticker container



- **If the baby has read 50 books**, let them choose a book as a prize from the back, and be sure to mark the spreadsheet.

F
Book Recieved?



# Troubleshooting / FAQ

- **Do the kids have to do a particular SRC?**
  - **No.** Our age recommendations are not absolute - anyone can sign up for the challenge they prefer if their parents are okay with it.
- **Can teens get beads?**
  - **Yes.** In this case, they get beads in the same way the kids do, but their prizes are different.
- **What if a kid fills out their guidebook?**
  - **They can take another.** But they cannot receive a prize more than once.
- **Can Beads be Traded in?**
  - **Yes, but only with exchange tickets, and only at the end of the summer.**
- **Can kids get more than one of the same bead?**
  - **Yes.** As long as they've *made it to 50*. Then, they can use their allotted time to get any bead they've already received.
- **Can kids get more than one chain?**
  - **Yes.** Give kids as many as they want, they are cheap and we have a ton.
- **What if they loose their beads / necklace?**
  - **Give them what they've already earned.** Check the spreadsheet first!

**When in doubt, ask Eli!**