



Reed Elementary School

1199 Tiburon Blvd. Tiburon CA 94920 415.435.7840

TAKE-HOME BOOK POLICY

Dear Parents,

An essential part of our Language Arts Curriculum is our Take-Home Book program. Your teacher will be sending home book/books weekly for your child to read at home. Whether your child is re-reading a book for additional practice or reading a new book, this practice at home is a very important piece of building literacy skills. Research is very clear that the more you read, the better you will read.

I also wish to share with you that the cost of these school materials is going up and up each year. They are expensive and as you know, educational budgets are stretched to the limit.

Therefore, we will bill you a fee of \$15.00 for any lost or damaged book. We will give you ample time to locate the book before the bill goes out. If the book is found at a later date, your fee will be refunded to you.

Please check the box below that you agree to these terms. Thank you.

Our best,

Mrs. Fagan, Room 16 Teacher and Mrs. McLeran, Reading Specialist

My Child's Name _____



I agree to the terms outlined above.

Parent Signature



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SAMPLE

TAKE-HOME BOOK FINE

Teacher name _____

Child Name _____

Title of Lost/Damaged Book _____

Replacement Cost: \$15.00/book

Due Date for Payment _____

(5 days after receiving this)

Thank you in advance for your payment. Should the book be found at a later date, your payment will be refunded.