



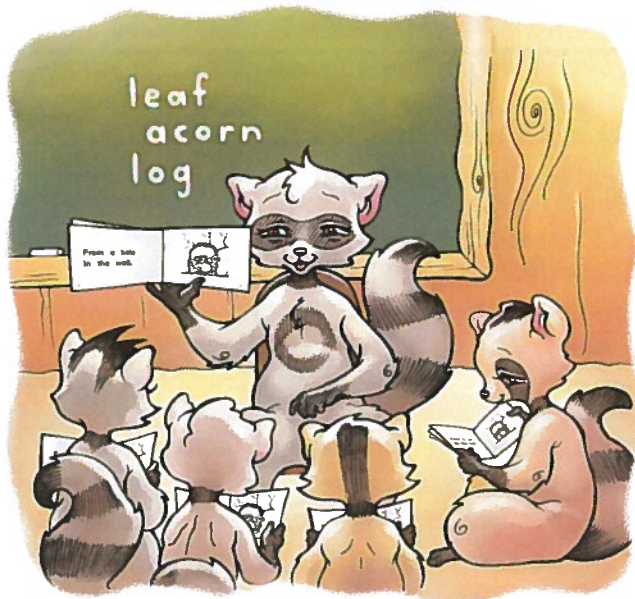
**THE OHIO STATE  
UNIVERSITY**

COLLEGE OF  
EDUCATION AND HUMAN ECOLOGY

# Teacher's Guide for Using **KEEP BOOKS®**

## School to Home Reading for Preschool, Kindergarten, and Primary Children

Introduce KEEP BOOKS  
in the classroom...



...then send KEEP BOOKS  
home to read again & again!

**KEEP BOOKS at The Ohio State University**

1100 Kinnear Road, Columbus, Ohio 43212 \* 800.678.6484 \* 614.292.2869

[www.keepbooks.org](http://www.keepbooks.org)

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For full Teacher Guide & information for parents visit <http://www.keepbooks.org/about-guides.html>

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# Introduction to KEEP BOOKS

**J**oyful, competent literacy is the right of every child. As parents, teachers, and citizens, our goal is to establish the skills of literacy for every child so that they can use literacy as a tool for learning and living their lives. More than that, our hope is that children become engaged, *voluntary* readers, who gain information from reading, collect books, find themselves in the texts they read, and experience the real joy of reading.

## What Are KEEP BOOKS?

KEEP BOOKS are little books that children can take home to keep and read again and again. These little books support beginning readers by offering enjoyable stories and a chance to read with independence. The stories in KEEP BOOKS are about children's everyday lives, and they are simple but interesting and often amusing. They are illustrated with black-and-white line drawings and have colorful covers. Most KEEP BOOKS have eight pages and measure 5½" by 4¼"—just the right size for a child's hands. Children will enjoy writing their names in their books and coloring or adding to the pictures. KEEP BOOKS also offer a good model for children as they begin to write: They can write their own books using My Own KEEP BOOKS®.

## What Is the Purpose of KEEP BOOKS?

KEEP BOOKS serve a number of purposes, because they:

- provide a great deal of easy reading material so children get lots of practice;
- include many high-frequency words that children read again and again, thus building word knowledge;
- provide opportunities for children to notice how words “work” and learn phonics skills;
- make it possible for children to read on their own rather than always depending on adults;
- motivate children to write;
- build a library of books at home that children can access any time;
- help children learn to store, care for, and retrieve books; and,
- help children build confidence in themselves as readers.



Some KEEP BOOKS sets have special purposes. For example, the *Letters, Sounds, & Words* sets are designed to help children learn more about letters, sounds, and words. The *Nursery Rhymes* and *Rhymes & Songs 1* sets are designed to help children learn traditional rhymes and songs and connect them with written language. *Letters, Words, & Numbers* and *Letters, Words, & Numbers Caption Books* sets focus on math concepts, so children are learning to “read” and figure out the kinds of problems that require mathematical reasoning. The *Fact & Fiction 1* set contains 8 paired books. Each fictional title offers an interesting story that is paired with a factual book on the same topic. All are designed to increase children's confidence and their value for reading.

## How Are KEEP BOOKS Used in the Classroom?

These books are designed to be introduced at school or any other organization where children are learning literacy. KEEP BOOKS are not specifically designed for formal reading instruction nor do they take the place of children's literature, which should be included in every classroom library. They do not replace the books that teachers read aloud to children or the leveled book collection that teachers use for small-group reading instruction. Instead, KEEP BOOKS are sources for “extra” reading that begins in the classroom and moves to the home and community. Because of their low cost, personalized appeal to children, and easy portability, KEEP BOOKS are ideal for volunteers and tutors to use with children.



# Introducing KEEP BOOKS to Children

KEEP BOOKS are designed to be introduced at school or in any other context supporting children's early literacy, and then to travel home with children. The books have instructional value both at school and at home, because they are used in a carefully planned and structured program.

## How Should I Introduce the Concept of KEEP BOOKS to Students?

Before giving books to children to take home, it is best to introduce the books and teach children how to use them. There are several ways to introduce these little books to children.

- The teacher can read the book to the child several times, inviting the child to "join in" as the story becomes familiar. Gradually, the child will begin to read the book for himself.
- The teacher and child can read the book in unison, with the teacher (and later the child) pointing to the words.
- The child can read the book independently after a short introduction.

You want to help your students understand that a KEEP BOOK is a *different kind of book*. You could say, "This is a book that you get to keep for yourself. You can write your name in it. If you want, you can color the pictures. Most of the other books at school cannot be written or colored in. A KEEP BOOK is a book that you will read over and over, and soon you can take it to your home. When you read it, you point to the words." Have the children point to the distinctive KEEP BOOKS logo—that is how they will be able to tell that it is a KEEP BOOK.

An effective way to introduce some KEEP BOOKS is to use a special enlarged version of the book. BIG KEEP BOOKS correspond to their smaller counterparts and are available for the *Caption Books*, *Emergent Reader 1*, *Nursery Rhymes*, *Rhymes & Songs 1*, *Spanish Caption Books*, *Spanish Emergent Reader 1*, and *Spanish Nursery Rhymes* sets. BIG KEEP BOOKS measure 8½" x 11" and their print has been designed so that it is easy for children to see. You introduce the book through shared reading and then children read the little books for themselves.

What you are really teaching is how to become an owner and collector of books. In a step-by-step process, you teach children what to do when they own a book, which builds in the routines that you expect to see them use at home. The more students know about the routines for handling and using books, the greater the likelihood of their using the KEEP BOOKS productively at home.

## How Do I Introduce KEEP BOOKS to Parents?

1. Send a letter home to parents telling them about KEEP BOOKS. (Sample letter available in Full Guide online.) Include the *How Can Families Use KEEP BOOKS at Home?* insert included with this Teacher's Guide.
2. Make a special event of introducing the first KEEP BOOKS. Have children read them together, color the pictures, and put them away in their decorated shoe boxes with their names on them. The purpose of this extra attention is to help children learn how to keep their books in a special place at home so they will be available for rereading.
3. Distribute one or two books a week for the next two weeks, initially, and have children keep their boxes at school. Each time you introduce a book, remind children to put it away in their boxes. During the reading time, KEEP BOOKS can be one of the reading choices, so that children can practice taking their books out, enjoy reading them, and put them away.
4. After the children have collected about four books, let them take home their boxes and KEEP BOOKS. Then, each week, distribute another KEEP BOOK to take home and put in their box. The ideal situation is to have 48 titles for each student, one per week. If you have fewer titles, you may want to designate a special time of the year to use them.

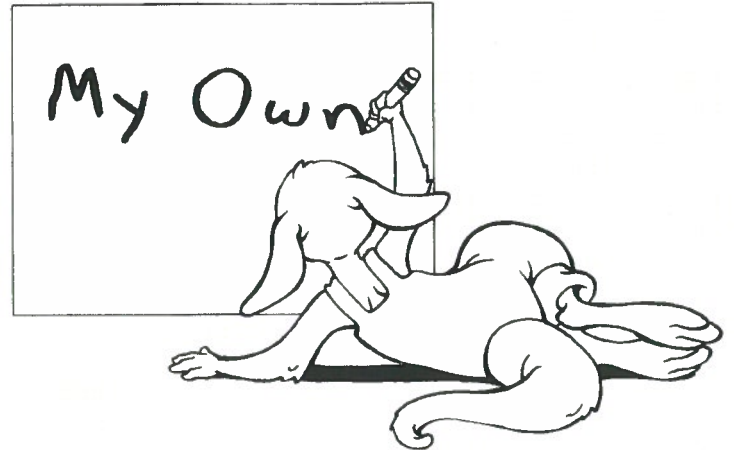
# Making Your Own KEEP BOOKS

## Why Do I Need to Make My Own Books?

There are a variety of reasons as to why teachers, parents, or children might want to make their own KEEP BOOKS.

Some of these reasons may be to:

- provide more books at specific ability levels.
- meet budget constraints.
- have multiple copies of a text.
- match to unit themes.
- satisfy a creative urge and have fun.



## How Can I Help Students Write Books in the Classroom?

My Own KEEP BOOKS can be used to reinforce a variety of lessons. Many children enjoy writing their own KEEP BOOK and are easily able to follow the format of their favorite story. My Own KEEP BOOKS can become:

- ABC, color, or number books.
- Individual stories (*All About Me, My Family, I Like...*).
- A word-study book for collecting words with common spelling patterns, synonyms, opposites, etc.
- Informational books for science or social studies.
- Math story problems.
- A sketch book for art or science.
- Illustrated versions of songs or poems.
- Observation logs for field trips.
- A final version of a wonderful writing workshop.
- Story retellings.
- Pattern books (I see a..., My mom is..., A ... goes fast.).
- Recipe books.
- "How to..." books.
- Gift books for special occasions.

