



# Preschool & Child Care Services

Guidelines for Teachers 2018-2019  
from Mount Prospect Public Library

## We're Here to Assist You!

Please contact Katie Bechtel at [kbechtel@mppl.org](mailto:kbechtel@mppl.org) or 847/590-3320 with questions or to arrange visits.

## Important Information

### Mount Prospect Public Library

10 South Emerson Street, Mount Prospect, IL 60056  
847/253-5675 • TDD: 847/590-3797 • Fax: 847/253-0642

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

### Hours:

Monday-Friday 9 a.m.-10 p.m.

Saturday 9 a.m.-5 p.m.

Sunday noon-5 p.m.



## Storytime Visits

Storytimes for toddler or preschool groups are available September through May. Two visits (at least one at your facility) may be scheduled for each age group. At certain

times of the year, the schedule may allow for additional visits. Please call Katie Bechtel at 847/590-3320 to schedule one of the following programs:

- ▶ Family Fun
- ▶ Friends Forever
- ▶ Let's Eat
- ▶ Library Life
- ▶ Mother Goose & Friends
- ▶ Seasonal
- ▶ Special Topics
- ▶ STEM Storytimes
- ▶ Transportation
- ▶ Rhyming Out Loud

## Book Bag Service

The Book Bag service in Youth Services enables teachers in Mount Prospect schools to enhance their curricula with materials from the Library. Book Bags are checked out on a School Services Card, renewed each year by the school's director.



To help us provide the best possible service and the highest quality materials, please follow these procedures when ordering a Book Bag:

- ▶ Book Bag Request—[bookbag@mppl.org](mailto:bookbag@mppl.org) or 847/253-5675.

- ▶ Please submit all requests at least 72 hours before the Book Bags are needed.
- ▶ Bags should be returned to the Circulation desk on or before the due date.

- ▶ Bags are loaned for three weeks, but this may be extended if the Library is notified in advance of the due date. Items that have holds placed on them may not be renewed.
- ▶ Bags contain approximately 15-25 items, including books or audiovisual materials related to the requested subject.
- ▶ Each month there are certain topics that are in high demand. As a result, the number of materials sent in the bag may be limited to 5-10 books.
- ▶ Holiday books may be included in preschool and child care Book Bags.
- ▶ Teachers are limited to one Book Bag at a time.
- ▶ If a teacher prefers to select materials in person, up to 25 items may be checked out using your school's card number. Inquire at the Youth Services desk.

**Please submit a request at least 72 hours before the bag is needed via:**

- online form at [mppl.org/services/teacher-book-bags](http://mppl.org/services/teacher-book-bags)
- phone at 847/590-3320
- fax at 847/253-0642
- e-mail at [bookbag@mppl.org](mailto:bookbag@mppl.org)



**The Library has many services in addition to Storytime Visits and Book Bag Services— see the back page for additional Programs and Activities!**

## Programs & Activities

### 1,000 Books Before Kindergarten

As teachers, you know that reading aloud to your students helps them develop important pre-literacy skills that provide a solid foundation for learning to read. The Library can help make reading aloud even more fun by providing classroom charts to track your progress and fun incentives for your students along the way. Classrooms that read 1,000 Books receive a free classroom book and book bag for the teacher.



### Ready-to-Go Storytimes

Are you looking for a ready-made storytime? The Library has early literacy kits that can be requested as part of the book bag service. These kits contain information that helps preschoolers learn important pre-reading skills. Each kit contains eight books, a flannel story, a musical CD, a game or toy, information on early literacy skills, and a selection of activity sheets to send home with the children. Early Literacy Bags can be checked out for 3 weeks; holds and renewals are allowed. Kits are available for the following themes:

- ▶ Bathtime
- ▶ Bedtime
- ▶ Bugs
- ▶ Clothing
- ▶ Food
- ▶ Happy Birthday
- ▶ On the Farm

## SOMETHING NEW!

### Tech Time Totes

These kits were created to provide quality tips and materials for children and adults to use together. Doing so will help children develop a healthy relationship with technology. Tech Time Totes can be checked out for 3 weeks; holds and renewals are allowed. Kits are available for the following themes:

- ▶ Animals
- ▶ Colors
- ▶ Leaping Into Reading
- ▶ Letters
- ▶ Numbers
- ▶ On the Move
- ▶ Shapes
- ▶ Silly Stories
- ▶ Transportation

### STEAM Kits

Are you looking for more STEAM activities to do with your students? You can check out

STEAM kits as part of the book bag service. Each kit contains a book and a manipulative. STEAM Kits can be checked out for 3 weeks, holds and renewals are allowed. Below is a list of kits that can be used with preschoolers.

- ▶ Binoculars
- ▶ Insects—four different insect specimens
- ▶ Weight & Volume—Use balance buckets to test, measure, and compare objects
- ▶ Reptangles—Assemble your own geometric masterpiece
- ▶ Building with Keva Planks
- ▶ Tracing—Write, trace, or draw your favorite designs then press a button and do it again with a Boogie Board Play n’Trace
- ▶ Drums
- ▶ Tangrams
- ▶ Bird Sounds



### Show Us Your Art!

Your school can be on display using MPPL’s bulletin board display areas. Showcase your students’ work to their friends, families, and community. Contact Katie Bechtel to reserve a month on a first come, first served basis.