

Sign-Up Information Sheet and Checklist

Checklist

Check off which services your library will be able to provide to registered attendees.

- Provide transportation to and from the program (via collaboration with partners)
- Accessible building/room where the sessions will take place
- Offer interpreters (languages/ ASL)
- Programs for siblings offered at the same time
- Lend out digital media
- Provide the materials in Spanish
- Playtime offered after the session

Check off reminder of information to give to people signing up:

- Remind parents that if they want an interpreter they must let you know ahead of time.

Sign-Up Information Sheet

This information should be shared with people who want to register to attend *Hatchlings: Ready to Hatch*.

This program combines tips about early literacy with lots of fun activities. You will receive a gift after the session to take home and keep.

We are going to be doing some program evaluation and taking photos of the sessions for articles and conference presentations. You will be asked to fill out a permission form for photos and videos. You will also be asked to fill out a survey about the session. Is that okay with you?

You may want to bring a doll or stuffed animal with you, so you can practice the activities with “baby.”

For library staff:

Ask people registering:

- “Do you have any special needs that we should be aware of?”
- “What is your pronoun?” Or “How would you like to be referred to in the program?”

On the other side, is a list of services which your library can provide and other reminders for staff.

Since participants will be signing our Consent Form for photos, they do not need to also sign the library’s permission form.