

CHILDREN AND COMPANY  
LETTER BOOK ASSEMBLY  
4s class only

AVAILABILITY REQUIREMENT: Must be able to complete requested items on time.

1. You will be assembling the 4's weekly letter books. There is one book per letter per kid, with a few extras such as the weather book.
2. The teachers will provide you with originals of each Letter Book. You will need to make copies and assemble them neatly. Assemble the letter books per the teachers' instructions.
3. It is important for the teachers to have the letter books returned and completed on time.
4. Expect at **least** one letter book project per week, return to teachers on the due date.
5. Previous jobholders have recommended completing ALL letter books at once, before school begins (especially if this job will be combined with the 4's Class Craft Support job). Obtain the originals for all letter books from the teachers (before school ends the previous year, or during teacher prep week at the beginning of the year – the originals will be in 1 box). It is recommended to go to a copy place (such as Staples), and have the copy place make all the copies (will cost about \$90). Then cut, assemble and staple the books. Keep your receipt from the copy place for reimbursement. You may ask the teachers to borrow the school's paper cutter, if needed.

Note: Routine costs (up to \$40.00) are the responsibility of the jobholder. Amounts in excess of \$40.00 will be reimbursed by the school upon request and submission of all receipts for all disbursements made on behalf of the school.

Rev. 03/2011 cs