

## ASSEMBLY INSTRUCTIONS FOR THE BARATTA-LORTON READING PROGRAM

Each component of the Baratta-Lorton Reading Program is wrapped with an identifying band. This band identifies the component by name.

Some work is required to assemble the components of the program into a classroom-ready form. There are 202 envelopes, 66 books, and 13 boxes which must be made. The following items are helpful when doing this:

Paper cutter  
Stapler (preferably long-armed stapler)  
Scissors

The task of making the components is easier if you enlist the help of parent volunteers, spouse, children, or your classroom aide (if you have one). After you have had an opportunity to survey the jobs necessary to complete the kit, make the necessary parent contacts to enlist help. Most of the work can be done at home. If you choose to let helpers do jobs at their own home, be sure that your helpers have had an opportunity show you that they thoroughly understand what is required. Have your helpers make or cut examples of work they will be doing to demonstrate that they understand what is expected of them.

If you follow the steps outlined here, the jobs won't be difficult. The procedure is simple. Make the boxes, make the envelopes, cut each item, apply stickers when required, and store each item in its box or envelope before cutting the next item. Each item is coded so that it can easily be identified and stored in the appropriate envelope.

### CAUTION

Be careful when cutting the various pieces of the components. Cut one piece at time. DO NOT TRY TO CUT MORE THAN ONE SHEET AT A TIME !!! If you try to cut a piece that you can not see, you may cut something that you do not want to cut. EXERCISE PATIENCE AND CARE!!!

### REPAIR AND REPLACEMENT

If a component is lost or damaged in the course of its use you may contact the Center for replacement at a nominal fee. However, many of the components can be replaced or repaired by you. For example, old or damaged envelopes may be used as a template to trace a new pattern on a piece of tag board. Fold, tape, and add the appropriate geometric symbol and you have a replacement that is as good as the original. Other components may be made by using the rubber stamps from the reading kit to recreate the appropriate word or phrase. The Teacher's Manual has a complete set of word lists for all of the program's component's. You can even replace lost or damaged Picture Packet materials by making a handmade replica. Find a picture in magazine that demonstrates the lost word or phrase. Cut it out and glue it to a piece of tag board. Contact over it and your back in business.

Should a rubber stamp become unglued from its plastic base use rubber cement to reattach it. Follow the glue manufacturer's directions when using the glue.