



Once again, Mrs Donna Reid is our hardworking Parent Volunteer who will operate Scholastic Book Club in 2019. As our enrolment numbers continue to grow, so does the amount of time spent processing Book Club orders, including order form distribution, entering orders at home using Scholastic software and distributing parcels when they arrive. As such, we ask that you read this information sheet carefully to ensure that your order is correctly completed in accordance with Scholastic's regulations. **Any incorrect orders will be returned to parents.** Unfortunately, we are unable to phone parents to verify orders, credit card vouchers, incorrect cash and other discrepancies. **We ask that parents check any orders filled out independently by their children to ensure they are also correct.**

❖❖ Order Forms

Please make sure only the completed student order form and payment is included in the envelope. Do not cut out pictures of items you wish to order. **Only orders from the current issue will be accepted (no back orders from previous months).** Order forms are also available online at the Scholastic website under "The Scholastic Experience" page > "Book Club, Jump To Section" > "Parents and Kids" tab:

http://www.scholastic.com.au/schools/bookclub/bc_parents.asp

❖❖ Cheques

Please make all cheques payable to **Scholastic Australia**, ensuring that your cheque is signed and dated.

❖❖ Credit Cards

Use the LOOP (Linked Online Ordering and Payment) online payment system at:

<https://mybookclubs.scholastic.com.au/Parent/Login.aspx>

❖❖ Placing Your Order at the FRONT OFFICE

You can also order using the paper order forms with cash or cheque. Please send your child's Book Club order to the FRONT OFFICE in a well-sealed envelope with these details on the front:

Child's Full Name...LA...Amount Enclosed

Please ensure that the order form inside is correctly filled out and placed in the blue wooden box on the counter in the FRONT OFFICE before 9:00am on the closing date.

***** SORRY, BUT LATE ORDERS CANNOT BE ACCEPTED. *****

The Front Office staff cannot answer queries about Book Club. Please direct any questions or comments to Mrs Sharon Murray, Library Officer on 9302 4100.

❖❖ Book Club in the Classroom

LA 32, Yr 3 Mrs Hay-Hendry – Children in this class need to give their Book Club orders directly to their classroom teacher, Mrs Hay-Hendry.

❖❖ Closing Dates

Closing dates are advertised in the school newsletter, on the school website, the school Facebook page and on the window of your child's classroom. Orders must be received **before 9am** on the advertised closing dates.

**** LATE ORDERS CANNOT BE ACCEPTED ****

❖❖ Distribution of Parcels

Ordered items usually arrive within **three weeks of the closing date**. Arrival times are beyond the school's control. However, as soon as the parcels arrive at school, they are distributed to classes through the class teacher.

Thank you for your ongoing support of the Landsdale Primary School Library and Scholastic Book Club. We look forward to bringing children and books together again in 2019!