Instructions

MAKE SURE DATA PACKET VERSION IS UP-TO-DATE

Check the date in the lower right-hand corner of your packet to confirm it corresponds to the current program cycle. Data submitted on old forms will be unusable. Submitting unusable data may jeopardize stipend issuance. It’s critical that Program Coordinators follow these instructions appropriately.

QUESTIONS OR UPDATED PACKETS? primetime@leh.org
This Data Packet walks Program Coordinators through your closeout tasks, and describes how documents should be turned in at the end of your program. It contains instructions, examples, and links to all required forms for both Family Reading Time (FRT) and PRIME TIME Preschool (PTP) programs.

The information Program Coordinators send is used in reporting, assessment, and development of PRIME TIME. It is important that the information we receive is accurate and valid, as we use this data to set benchmarks and improve our programs. The speed and accuracy with which we receive this data from Program Coordinators is a consideration for future funding cycles.

PRIME TIME Program Coordinators are required to:

___ Collect Receipts
___ Conduct Pre- and Post- Parent Surveys
___ Track Attendance via the Attendance Record and post Photo Release at each session
___ Complete an Expense Report
___ Calculate unused funds and send check to PRIME TIME
___ Gather W-9s, Team Stipend Release, and Travel Reimbursement information
___ Complete the online Program Coordinator Reports after 3rd session and at program end
___ Upload these documents in the proper format into your PRIME TIME closeout folder
___ Ship extra books back to PRIME TIME’s office

The closeout process, including stipend issuance, may be delayed for your program if all of these tasks are not completed correctly.
PRIME TIME requires information to be turned in accurately and in the proper format. This packet of instructions will guide you through the correct format for each item. The following are the steps your data packet goes through once it is turned into our office.

The Closeout Process

**Turn In** - Program Coordinator uploads documents to their secure online folder and mails needed items (see Task Schedule).

**Inspection** – PRIME TIME staff reviews the materials to ensure they are in the correct format (see Accepted Formats sheet). If there are any missing items, we notify sites and wait for submission of correct formats.

**Review** – When all materials are turned in in the correct format, we review receipts and the Expense Report to ensure all funds are accounted for. If there are unspent funds, we notify the Program Coordinator and wait for revisions (See Expense Report/ Unspent Funds).

**Invoicing** – When all funds have been accounted for or returned to PRIME TIME, we create invoices for team member stipends and send them to our financial division.

**Processing** – When all invoices have been approved by accounting, checks produced are sent out through our billing system to the address listed on the team member’s W-9, or through direct deposit (if requested).

**Mailed** – Checks are mailed to the addresses given on the W-9 or delivered via direct deposit through our billing system. Checks are not created at the LEH.

Use the Closeout Status Tracker to track your site’s progress

Closeout Status Tracker: [http://tinyurl.com/y5c7sny5](http://tinyurl.com/y5c7sny5)
<table>
<thead>
<tr>
<th>Time</th>
<th>Program Coordinator Action</th>
</tr>
</thead>
</table>
| Before Program | Have Organizational Meeting with team  
Collect W-9s |
| Session 1    | Administer Pre-Survey to Participants  
Collect Photo Release signatures  
*Post Photo Release at sign-in table*  
*Track Attendance*  
Collect Receipts |
| Session 2    | *Post Photo Release at sign-in table*  
*Track Attendance*  
Collect Receipts |
| Session 3    | Complete online Program Coordinator 3rd Session Report after session  
Upload current Attendance Record after 3rd Session with report  
*Post Photo Release at sign-in table*  
*Track Attendance*  
Collect Receipts |
| Session 4    | *Post Photo Release at sign-in table*  
*Track Attendance*  
Collect Receipts |
| Session 5    | *Post Photo Release at sign-in table*  
*Track Attendance*  
Collect Receipts |
| Session 6    | Administer Post-Survey to Participants  
Administer Parent Satisfaction Survey  
Collect Travel Reimbursement forms from team members  
Gather Team Member Stipend Release Form from team members  
*Post Photo Release at sign-in table*  
*Track Attendance*  
Collect Receipts |
### After Program

- Calculate expenses and write check for unused funds
- Complete the Expense Report
- Complete the online Program Coordinator 6<sup>th</sup> Session Report
- Submit Closeout documents in the proper format to PRIME TIME
- Ship extra books back to PRIME TIME
## About - Accepted Data Formats

### FRT and PTP Evaluation Tool Index

<table>
<thead>
<tr>
<th>DATA</th>
<th>FORMAT</th>
<th>UPLOAD?</th>
<th>MAIL/FAX?</th>
<th>CHECK WHEN COMPLETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance Record</td>
<td>Upload Excel sheet from online template after 3rd session and at closeout</td>
<td>- YES - Digital required</td>
<td>- NO -</td>
<td></td>
</tr>
<tr>
<td>Expense Report</td>
<td>Upload Excel sheet based on online template</td>
<td>- YES – Digital required</td>
<td>- NO -</td>
<td></td>
</tr>
<tr>
<td>Surveys</td>
<td>Upload together as one .pdf</td>
<td>- YES -</td>
<td>- NO -</td>
<td></td>
</tr>
<tr>
<td>Photo Release Forms</td>
<td>Upload as one .pdf</td>
<td>- YES -</td>
<td>- NO -</td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td>Upload together as one .pdf</td>
<td>- YES -</td>
<td>- NO -</td>
<td></td>
</tr>
<tr>
<td>Travel Reimbursement</td>
<td>(If given to you on last session) Upload as a .pdf</td>
<td>- YES -</td>
<td>- NO -</td>
<td></td>
</tr>
<tr>
<td>Team Member Stipend Release</td>
<td>Upload as a .pdf within a week of last session</td>
<td>- YES -</td>
<td>- NO -</td>
<td></td>
</tr>
<tr>
<td>Unspent Funds</td>
<td>Mail Check or Money Order</td>
<td>- NO -</td>
<td>- YES -</td>
<td></td>
</tr>
<tr>
<td>Extra Books</td>
<td>Mail with ATTN: PRIME TIME</td>
<td>- NO-</td>
<td>- YES -</td>
<td></td>
</tr>
<tr>
<td>Program Coordinator Reports</td>
<td>Submit online through Survey Monkey after 3rd and 6th sessions</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

**MAILING ADDRESS**

PRIME TIME, Inc. – Program Manager  
938 Lafayette St., Suite 300  
New Orleans, LA 70113

**EMAIL**

primetime@leh.org

*DO NOT ship closeout data in the same box as books as this may seriously delay your closeout.

Spring 2019
Instructions - Attendance

The Attendance Record is meant to collect details on family attendance and book distribution during each session.

Program Coordinators should print a copy to fill in as participants sign in during each program session, adding information as each session occurs.

Transcribe and submit the Attendance Record after the 3rd session. In Closeout, upload the fully completed Attendance Record + Expense Report.

**Only the .xls spreadsheet version can be submitted.**

---

**LOCATED**
- Link in this packet

**COLLECTED**
- At the beginning of each session

**CLOSEOUT**
- Upload as an Excel spreadsheet
NOTE: There is only one survey form. An adult representative for each participating family will complete this form twice; once on the first session and again on the last session.

FIRST SESSION: Print 30 copies of the Adult Participant Survey and put at the registration table. Include your site’s name, the session, and the date on each survey. When families walk in, give one survey PER FAMILY, writing the family number from the Attendance Record in the upper right-hand corner of the survey.

FINAL SESSION: Print 30 copies of the Adult Participant Survey and put at the registration table. When families walk in, give one survey PER FAMILY, writing the family number from attendance in the upper right-hand corner of the survey.

When compiling your data for closeout, put both sets together and arrange in order by family number. Send PRIME TIME a scanned copy via email.

<table>
<thead>
<tr>
<th>LOCATED</th>
<th>COLLECTED</th>
<th>CLOSEOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>In this packet</td>
<td>First and last session</td>
<td>Upload ONE .pdf with all surveys</td>
</tr>
</tbody>
</table>

Spring 2019
Instructions – W-9 and Team Member Stipend Release

At the Organizational Meeting, Program Coordinators should collect W-9s from team members. At the 6th session document the number of sessions completed by team members on the Team Member Stipend Release form. These are needed for stipend processing.

Before payments can be issued, PRIME TIME staff need certain pieces of information for each team member submitted to the LEH office via W-9s and the Team Member Stipend Release form. We need each team member’s name, social security number, and address.

For Scholars and Storytellers only, we need a few additional pieces of information. We need to know how many miles they traveled in total and from the site during the course of the entire program.

If any team members missed a session, the Team Member Stipend Release form is the place to let the LEH office know about it. If someone filled in or “substituted” for an absent team member, you must provide their W-9, name, contact information and the number of sessions they attended to ensure that they are compensated.

Please write carefully and legibly. Indecipherable handwriting can result in delayed, incorrect payments as well as payments being sent to the wrong address.
Instructions - Receipts

Program Coordinators must collect receipts for all program expenses. You will turn in copies of receipts at the end of the program.

The Program Support Stipend funds may be used for purchase or acquisition of items that will be directly utilized or consumed during program, or by program participants.

 Allowable Expenses:
• Weekly meals and meal service
• Participant door prizes
• Participant transportation
• Preschool center materials
• Program supplies and materials
• Book shipping

Receipts should ONLY include PRIME TIME items

Purchasing other items on a receipt will cause delay in your stipend release process.

<table>
<thead>
<tr>
<th>LOCATED</th>
<th>COLLECTED</th>
<th>CLOSEOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>You gather through purchases</td>
<td>Throughout program</td>
<td>Upload ONE .pdf with all receipts</td>
</tr>
</tbody>
</table>
Instructions - Expense Report/ Unspent Funds

The LEH currently provides program support stipends to each Louisiana site. The LEH will not reimburse sites for funds spent beyond the allotted stipend amount. Funds will only be released once the LEH has received completed and signed partnership agreements. Funds will be released in the form of a check to the party (agency or individual) indicated on the PRIME TIME Partnership Agreement and for whom a matching W-9 is provided. The receiving party (agency or individual) must make the funds available to the Program Coordinator within two (2) weeks of receipt.

The LEH does not dictate how much of the stipend should be devoted to which categories. Partner agencies/Program Coordinators must budget wisely to determine how much (if anything) to spend on each category. This may mean planning to apply the stipend funds to some categories and solicit donations for other categories.

Program Coordinators must submit a Program Expense Report (see the LEH website) within 30 days of the last program session. Receipt copies of all expended funds along with the program data packet must accompany the Program Expense Report.

Each row of the Program Expense Report should include information from a single receipt, and items purchased on each receipt must be categorized according to the provided expense categories. Missing receipts or incomplete/incorrect expense reports will cause a delay in stipend release.

Only the .xls spreadsheet version can be submitted.

PROGRAMS SHOULD ATTEMPT TO EXPEND ALL FUNDS. Unspent funds must also be documented on the Program Expense Report as an LEH refund. All unspent funds must be returned to the LEH in the form of a check or money order made out to “PRIME TIME Inc.” Stipends will not be issued until unspent funds are received. For example, if the total amount used by the program is $999.02. Your program is not closed out until we receive and process a check from your site for $0.98. Please spend the funds!

<table>
<thead>
<tr>
<th>LOCATED</th>
<th>COLLECTED</th>
<th>CLOSEOUT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Link in this packet</td>
<td>Compile at end of program</td>
<td>Upload as an Excel spreadsheet</td>
</tr>
</tbody>
</table>
Instructions - Photo Release

Program Coordinators, Site Visitors, and Team Members may take photos for PRIME TIME Inc., publicity during the event. In order to do this, families must be aware and have the implicit opportunity to opt out of publicity photography.

Photo Permission Slips
Have each family sign a photo permission slip at their first session. Email or mail in slips with Closeout Packet.

Public Photography Release
Post the Photo Release at the sign in table EVERY NIGHT. Inform families that photos may be taken of them and their children during the program, and these photos may be used.

LOCATED COLLECTED CLOSEOUT
In this packet Posted at sign-in each session Upload .pdf into secure folder
Instructions - Travel Reimbursement Form

Team members can submit a Travel Reimbursement Form and a map of their route for travel that exceeds 15 miles traveled to the program site.

Travel reimbursement sheets should be given out to team members and collected on the last session.

Team members MUST turn in these forms to the Program Coordinator on the last program session, or they may be ineligible to receive travel reimbursement.

These forms can be uploaded into your secure PRIME TIME folder with the rest of the Data Packet.

LOCATED: COLLECTED: CLOSEOUT:
In this packet: From team members at last session: Uploaded to secure folder.

Spring 2019
MAKE SURE DATA PACKET VERSION IS UP-TO-DATE

Check the date in the lower right-hand corner of your packet to confirm it corresponds to the current program cycle. Data submitted on old forms will be unusable. Submitting unusable data may jeopardize stipend issuance. It’s critical that Program Coordinators follow these instructions appropriately.

QUESTIONS OR UPDATED PACKETS? primetime@leh.org
Online Forms – Attendance + Expense

ATTENDANCE RECORD + EXPENSE REPORT
The Attendance Record and Expense Report are on the same spreadsheet

1. Go to: http://www.primetimefamily.org/prime-time-forms/

2. Scroll to the bottom to find “Attendance Record + Expense Report”

3. When you open the spreadsheet, there should be tabs at the bottom for Expense, Attendance, and some lagniappe.

4. The Attendance Record must be uploaded into your secure folder after the 3rd session and the completed Attendance Record + Expense Report is required to successfully closeout your program after the 6th session.
Online Forms – Program Coordinator Reports

Program Coordinators must report on the program twice. Once after the 3rd session (before the 4th session) and again after their 6th session. The reports are located online via SurveyMonkey.

PROGRAM COORDINATOR REPORTS – 3rd and 6th Session

Access Here:

1. Program Coordinator 3rd Session Report
   https://www.surveymonkey.com/r/TCHBPZN

2. Program Coordinator 6th Session Report
   https://www.surveymonkey.com/r/TFSVQ6K
We are taking pictures and may use them.
Tell the Program Coordinator if they should not take your photo.

By participating in PRIME TIME I understand there is a possibility that photographs taken of my family and me might be used by PRIME TIME, Inc. and/or the sponsoring agency for program promotion. Through my participation, permission is hereby granted for PRIME TIME, Inc. and/or the sponsoring agency to use photographs taken of my family and me.

Estamos tomando fotos y podemos usarlas.
Dígale al coordinador del programa si no debe tomar su foto.

Al participar en PRIME TIME, entiendo que existe la posibilidad de que PRIME TIME, Inc. y/o la agencia patrocinadora puedan tomar fotografías de mi familia y de mí para la promoción del programa. En mi participación se otorga permiso para que PRIME TIME, Inc. y/o la agencia patrocinadora utilicen fotografías tomadas de mi familia y de mí.
Photograph Permission Form

I understand there is a possibility that photographs taken of my family and me might be used by PRIME TIME, Inc. and/or the sponsoring agency for program promotion. Permission is hereby granted for PRIME TIME, Inc. and/or the sponsoring agency to use photographs taken of my family and me for the above stated purpose.

Name

Date

PRIME TIME, INC.

Permis para el uso de fotografías

Entiendo que existe la posibilidad de que las fotografías tomadas de mi familia y para mí podría ser utilizado por PRIME TIME, Inc. y/o el agencia patrocinadora de la promoción del programa. Se concede permiso para el PRIME TIME, Inc. y/o el agencia patrocinadora de utilizar fotografías tomadas de mi familia y de mí con el propósito anteriormente indicado.

Nombre

Fecha

Spring 2019
Program Coordinators: Please collect contact information and W-9s from each trained team member during the Organizational Meeting before your program begins. Waiting until after the program has ended can make collecting this information difficult and jeopardize your ability to close the program in a timely manner. When the program is done, complete this form with the remaining details and upload immediately. Stipends are mailed to the address listed on each team members W-9s. If members have moved, a new W-9 is needed to reflect this change in address.

*NOTE: If one of the trained team member roles was not included in your program, please leave that row blank.*

**HOST SITE NAME:** __________________________

<table>
<thead>
<tr>
<th>Trained Team Member Printed Name</th>
<th>Issue Stipend (circle one)</th>
<th># of Sessions (write the #)</th>
<th>Team Member Signature Verifying # of Sessions Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Coordinator Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool Assistant Name: (FRT only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool Facilitator 1 Name: (PTP only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preschool Facilitator 2 Name: (PTP only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholar Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Storyteller Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substitute 1 (if any) Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Substitute 2 (if any) Name:</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please see the travel information for details on travel expenses that are eligible for reimbursement and the applicable reimbursement levels. PRIME TIME, Inc. will not reimburse for ineligible expenses or those that are not appropriately accompanied by receipt copies and a map of the route.

<table>
<thead>
<tr>
<th>ITEM OR REASON</th>
<th>POINTS OF TRAVEL</th>
<th>DATE</th>
<th>AM/PM</th>
<th>AUTO MILES @.50</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Miles: ________________________________

TOTAL Reimbursement: $ ____________________

Return with any original receipts to:
PRIME TIME, Inc.
938 Lafayette St., Turner's Hall
New Orleans, LA 70113-1027
Fax: (504)-529-2358
Email: primetime@leh.org

SIGNATURE: ____________________________________________
**Participant Survey**

This Portion to be Completed by the Program Coordinator

**Site Name:** ___________________________  **Date:** ___/___/19

**Family # From Attendance (or Adult’s Last Name):** ___________________________

---

**A. Would you be willing to complete short online surveys sent by text message?** **Y / N** If “Y”, phone: __________

---

Thank you for participating in PRIME TIME! As you may know, we offer this program for communities, where children and their families develop into self-directed, self-motivated learners who are eager to absorb the world around them through literature, questioning & inquiry, and meaningful interaction with each other. Your responses to the statements and questions below will help us better understand how our program is affecting your family in reading, critical thinking skills, and family togetherness. Therefore, please feel free to answer as openly and honestly as possible. If you have any questions about the survey, please speak with your PRIME TIME team, and they will be able to address them accordingly.

<table>
<thead>
<tr>
<th>Questions</th>
<th>Response Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Do you think of yourself as a source of learning for your child?</td>
<td>Not Really</td>
</tr>
<tr>
<td>2. Reading on my own is an important part of my life.</td>
<td>Strongly Disagree</td>
</tr>
</tbody>
</table>

Please respond to #3-11, using the following choices:

<table>
<thead>
<tr>
<th>Questions</th>
<th>Response Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td>3. How often does YOUR CHILD read or look at a book WITHOUT you?</td>
<td>Never</td>
</tr>
<tr>
<td>4. How often do YOU read a book TOGETHER with your child?</td>
<td>1</td>
</tr>
<tr>
<td>5. How often do you and your child find new meaning, ideas, or conclusions during or after reading?</td>
<td>1</td>
</tr>
<tr>
<td>6. How often do you ask questions about stories during or after reading?</td>
<td>1</td>
</tr>
<tr>
<td>7. How often does your child ask questions about stories during or after reading?</td>
<td>1</td>
</tr>
<tr>
<td>8. How often does your child change their perspective on a topic after discussing a book?</td>
<td>1</td>
</tr>
<tr>
<td>9. How often does your child engage you in a conversation about something he/she saw, read, or experienced?</td>
<td>1</td>
</tr>
<tr>
<td>10. How often do you participate in your child’s classroom/school?</td>
<td>1</td>
</tr>
<tr>
<td>11. How often do YOU visit the library TOGETHER with your child?</td>
<td>1</td>
</tr>
</tbody>
</table>

12. Where does your child get books from, most often? (Please choose only one, by marking with an “X”)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Library</td>
<td>Classroom Library</td>
<td></td>
</tr>
<tr>
<td>School Library</td>
<td>Bookstore</td>
<td></td>
</tr>
<tr>
<td>Other (please specify): __________</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

13. What makes you come to PRIME TIME?

---

**THANK YOU!**
## Encuesta de Participación para adultos

Esta parte será completada por el coordinador del programa

| Site Name: ______________________ | Fecha: ___/___/19 | Edad del niño*: _____ |
| Nombre o la Familia#: ____________________________ |

¿Estaría dispuesto a completar encuestas breves en línea enviadas por mensaje de texto? **S / N** Si "S", teléfono: __________

¡Gracias por participar en PRIME TIME! Como ya sabrá, ofrecemos este programa para comunidades, donde los niños y sus familias se convierten en aprendices autodirigidos y autodirigidos ávidos de absorber el mundo que los rodea a través de la literatura, las preguntas y la indagación, y la interacción significativa entre ellos. Sus respuestas a las declaraciones y preguntas a continuación nos ayudarán a comprender mejor cómo nuestro programa está afectando a su familia en la lectura, las habilidades de pensamiento crítico y la unión familiar. Por lo tanto, no dude en responder de la manera más abierta y honesta posible. Si tiene alguna pregunta sobre la encuesta, hable con su equipo de PRIME TIME, y ellos podrán atenderla en consecuencia.

<table>
<thead>
<tr>
<th>Pregunta/Asunto</th>
<th>Respuesta</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. ¿Te consideras una fuente de aprendizaje para tu hijo?</td>
<td>Realmente no</td>
</tr>
<tr>
<td>2. Leer es una parte importante de mi vida.</td>
<td>Muy en desacuerdo</td>
</tr>
</tbody>
</table>

**Por favor responda al # 3-11, usando las siguientes opciones:**

| 3. ¿Con qué frecuencia SU HIJO(A) ha leído o mirado libros o textos de cualquier procedencia SIN usted? | Nunca | Raramente | Algunas veces | Frecuentemente |
| 4. ¿Con qué frecuencia ha leído libros o textos de cualquier procedencia JUNTO a su hijo(a)? | 1 | 2 | 3 | 4 |
| 5. ¿Con qué frecuencia usted y su hijo(a) han encontrado nuevos significados, ideas o conclusiones durante o después de leer? | 1 | 2 | 3 | 4 |
| 6. ¿Con qué frecuencia haces preguntas sobre historias durante o después de leer? | 1 | 2 | 3 | 4 |
| 7. ¿Con qué frecuencia hace su hijo preguntas sobre historias durante o después de leer? | 1 | 2 | 3 | 4 |
| 8. ¿Con qué frecuencia su hijo(a) ha cambiado su punto de vista sobre un tema después de discutir un libro? | 1 | 2 | 3 | 4 |
| 9. ¿Con qué frecuencia su hijo(a) ha entablad una conversación con usted sobre algo que haya visto, leído o experimentado? | 1 | 2 | 3 | 4 |
| 10. ¿Con qué frecuencia participa en el aula/la escuela de su hijo? | 1 | 2 | 3 | 4 |
| 11. ¿Con qué frecuencia visita la biblioteca JUNTO con su hijo? | 1 | 2 | 3 | 4 |
| 12. ¿De dónde obtiene libros su hijo, con mayor frecuencia? (Por favor, elija solo uno, marcando con una “X”) | Biblioteca Pública | Biblioteca de aula |
| Biblioteca de la escuela | Librería | Otros (especificar): ___________________ |
| 13. ¿Qué lo haría regresar a PRIME TIME? | ¡GRACIAS! |
Parent Satisfaction

A. Site Name: __________________________________________  B. Date: __________________

We would now like to ask you about your impressions of the program overall. We would like to know what you thought about the program as a humanities-based family reading program. Please respond to the questions and statements as openly and honestly as possible. Your responses here will help make our program better!

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1. Observing the facilitators during the read-alouds helped me see how I could read at home with my child.

2. My child appeared to be understanding the story because of his/her participation during, and after the read aloud.

3. It appeared to me that the activities offered by the program increased my child’s interaction with the books.

4. I believe the PRIME TIME program increased my child’s enjoyment of reading, because my child’s reading and looking at books has increased at home.

5. I would recommend the PRIME TIME program to other families.

6. In what way has your experience at PRIME TIME changed the way you feel about reading as a family?

7. What was your favorite discussion and why?

8. Please add any additional comments here:

THANK YOU!
Satisfacción de los padres

A. Site Name: ________________________________________
B. Fecha: ____________________

Ahora nos gustaría preguntarle acerca de sus impresiones sobre el programa en general. Nos gustaría saber qué pensaron sobre el programa como un programa de lectura familiar basado en Humanidades. Responda a las preguntas y declaraciones de la manera más abierta y honesta posible. ¡Sus respuestas aquí ayudarán a mejorar nuestro programa!

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1. Observar a los facilitadores durante la lectura en voz alta me ayudó a ver cómo podía leer en casa con mi hijo.

2. Mi hija parecía estar entendiendo la historia debido a su participación durante y después de la lectura en voz alta.

3. Me pareció que las actividades ofrecidas por el programa aumentaron la interacción de mi hijo con los libros.

4. Creo que el programa PRIME TIME incrementó el disfrute de la lectura de mi hija, porque la lectura y de mi hijo ha aumentado en el hogar.

5. Recomendaría el programa PRIME TIME a otras familias.

6. ¿De qué manera su experiencia en PRIME TIME cambió la forma en que se siente con respecto a la lectura en familia?

7. ¿Cuál fue tu discusión favorita y por qué?

8. Por favor agregue cualquier comentario adicional aquí:

¡GRACIAS!