

# BOOK CLUB – 2018 - Ordering Information

ORDERS MUST BE MADE ONLINE OR RETURNED TO YOUR TEACHER

Your child has been given a Scholastic Book Club Catalogue.

*The catalogue is broken into sections by age / year level. However, any child may order any book(s) from the catalogue. Please assist your child in ordering books by the due date above.*

*There are two different ways to order, depending on whether you wish to pay by Credit Card (LOOP) or via cash /cheque. Please see below. Note in all cases, books are delivered to your child's classroom.*

**YOUR PURCHASES GENERATE REWARD POINTS THAT OUR TEACHERS AND THE SCHOOL USE TO BUY LIBRARY & CURRICULUM MATERIALS.**

Thanks

Kathryn Gower

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If you are **paying by credit card (LOOP)**

We are enrolled in scholastic's Linked **O**nline **O**rdering & **P**ayment (**LOOP**) system.

1. Go to <http://scholastic.com.au/loop> or use the app if you've downloaded it.
2. Enter Log In details or Create a new User.
3. Enter or update your child(rens) details with new class for 2018. (These can be found under menu item Profile → Children.)
4. Press Order → New Order and follow the directions to enter your order.
5. **When order is completed, you're done. No need to fill out and return the order form!**

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If you are **paying by cash or check**, fill out the order form in the catalogue

**BEFORE YOU RETURN YOUR FORM PLEASE CHECK THE FOLLOWING DETAILS:**

1. Child's Name, **Class** and Phone Number are filled in on top of the form
2. Check that the Quantity and Amount Due columns add up
3. In the 'Total Qty' box, fill in the number of items you have ordered
4. In the Total Cost box, enter the total amount for your order
5. In the 'Payment To School' box, enter the amount you are paying for that catalogue.
6. If paying by cash please ensure the envelope ends are taped up. **Orders with coins missing will be returned and not processed.** including coins in your payment

**FAMILIES WITH SIBLINGS NOTE: PLEASE SUBMIT A SEPARATE ORDER FORM FOR EACH CHILD AND PLEASE CHECK YOUR CHILD'S ORDER IF LETTING THEM FILL IT OUT BY THEMSELVES**