

## **Collating your *Beginnings Guides* Materials**

*Beginnings Pregnancy Guide* and *Beginnings Parents Guide* are designed as two series of booklets. The booklets are referenced by gestational or child age and numbered sequentially. The stage of pregnancy or child age range addressed in each booklet appears on the front cover. The materials are most effective when distributed and reviewed with the family one at a time over the course of pregnancy and early child development. This “stage learning” process ensures that the information is immediately applicable for the mother and family. For more detail on recommended distribution and use of *Beginnings Guides*, see *Beginnings Guides Evidence Base & Guidelines for Effective Use*. Download it free at <http://www.beginningsguides.com/User-s-Manual.html>

Some organizations choose to distribute full sets of materials, either by mail or in person. Or you might need to collate sets for reviewers or special events. Following are instructions for collating *Beginnings Guides*.

**Unpack your materials** and confirm you have all the pieces. If anything is missing, call right away 800-444-8806.

- Booklets are in shrink-wrapped packets of 25 by title. So you will have packs of Booklet #1, Booklet #2 etc.
- Posters, warning cards and folders also are shrink wrapped in packs
- For easy collating, lay the packs of materials out on a table in this order: folders, warning cards, posters, booklets.

**Beginnings Pregnancy Guide:** a full set of materials for one pregnant woman/family includes nine pieces

- 6 booklets referenced by gestational age
- 1 Key Messages Poster
- 1 Warning Signs Card
- 1 Keepsake Folder

Assemble the Pregnancy Guide

- The Keepsake folder is shipped flat. Fold it on the scored lines. Make 2 folds to form the spine of the folder. Fold up the flaps so the warning signs show on the left flap
- Insert the Warning Signs Card in the right flap
- Insert the Key Messages Poster flat against the inside of the folder. Do not crease the poster.
- Insert Booklets 1 to 3 behind the left flap
- Inset Booklets 4 to 6 behind the right flap
- Optional: Insert program-specific information (e.g. Welcome letter, class schedule, home visitor contact information)

**Beginnings Parents Guide:** a full set of materials for one mother/family includes nine pieces

- 8 booklets referenced by child age (2 weeks to 3 years)
- 1 Keepsake Folder

### Assemble the Parents Guide

- The Keepsake folder is shipped flat. Fold it on the scored lines. Make 2 folds to form the spine of the folder. Fold up the flaps so the warning signs show on the left flap
- Insert books 1 to 4 behind the left flap
- Insert books 5 to 8 behind the right flap
- Optional: Insert program-specific information