

THE LEARNING CENTER

Child Care Resources & Lending Library
for the Parents and Teachers of Young Children
in Carteret County

A Collaborative Project of:
Child Care Resource & Referral/CCPFC
And
Early Childhood Degree Program/CCC

Policies and Procedures

The Learning Center's Hours are 8:00 am till 5:00 pm or you can call for an after-hours appointment.

It is the policy of The Learning Center that upon arriving ALL persons will sign-in at the desk before using the facilities.

1. FEES

MEMBERSHIP FEES

An annual fee will be charged for any individual using the Resource Room. Membership fees are listed below. Fees cover supplies, replacement of worn items, and membership cards. There will be a replacement fee for lost cards at \$5.00 per card. The membership fees are as follows:

		<u># Of Cards</u>
Parents/Individuals	\$10.00	(1)

LATE FEES

Late fees will be charged for items not returned by the due date. A late fee of \$.25 will be charged per day per item overdue.

Once an item is out beyond its due date a call or notification in the form of a postcard will serve as a reminder to the individual who signed for the item at checkout. Items not returned within 2 weeks, after the reminder notification will result in the signee being billed at replacement cost of the items.

The signee may purchase and return the exact item(s) to The Learning Center or pay The Learning Center's replacement cost. Failure to return Resource materials or pay for lost items will result in loss of Learning Center privileges.

DAMAGE FEES

We expect the materials, books, and other resources to be enjoyed by the children and adults however; badly damaged items beyond normal "wear and tear" will have to be replaced. In such cases the individual who signed out the item, will be held responsible for the replacement costs.

CHECK ACCEPTING POLICY

Checks will be made payable to Carteret County Partnership for Children. Checks will only be accepted with proof of identification. There will be a fee of \$ 25.00 on all returned checks.

RECEIPTS

Carteret County Partnership for Children will provide a receipt for any money received through The Learning Center.

<h2>2. LOAN POLICY & PROCEDURES</h2>

MEMBERSHIP

Individual/Parent membership entitles only that individual access to utilize The Learning Center.

LOAN PERIOD

All materials may be checked out for a (2) two-week period. One renewal by telephone is allowed as long as there is no "reserve request" for the materials. One additional renewal on the items will be allowed if signed out from the checkout desk and a new due date must be assigned. All over due items must be returned before any new materials may be checked out.

RESERVATION POLICY

If an item is currently checked out a "Reserve Request" form may be completed. The party will be contacted upon the item's return and given 48 hours to make the checkout. If not checked out within 48 hours, the item will be returned to the shelf or, if more than one reservation has been made for the item(s), the next person on the Reserve Request list will be called.

APPROPRIATE USAGE OF TOYS

It is the responsibility of the signee to use the resource toys in a manner that is appropriate to the age and stage of the children. Items are arranged in the Resource Room to assist teachers and parents in making choices for materials appropriate to the age of child(ren) for which they are being selected.

NUMBERS OF ITEMS ALLOWED

Individuals	10 items
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Reviewed/Amended on 2/03 LS