

RESOURCE ROOM POLICIES

Mon-Fri 7:30 – 3:00
3rd Sat of each month 9:30 – 1:30

1. Materials may be checked out for one month.
2. **ITEMS MUST BE BROUGHT BACK ON TIME.** If items are not brought back on time there will be a \$20.00 fee per week until items are returned. We will also have to contact our Resource Room partner Child Care Services to let them know. Please be responsible and respectful of other day cares wanting to check out these items.
3. Providers may not check out additional materials until all resources are returned or paid for in order to replace broken or lost items.
4. Normal wear of materials is expected when loaned. If the equipment is blatantly misused or damaged, the owner or facility director will be held responsible for replacing the item. If a teacher leaves or is dismissed and takes checked out resources, the facility director or owner must replace the items or forfeit further use of the Resource Room.
5. **Providers MAY NOT bring children to the Resource Room. Insurance liability issues require no children for safety purposes.**
6. Providers will not violate or ignore stated copyright on any materials housed in the Resource Room. Violation of copyright is a criminal offense and punishable as such.
7. In compliance with the Texas Day Care Minimum Standards (746.3401-746.3413 Environmental Health), all Resource Room materials must be cleaned regularly to protect the health of the children. Returning unclean materials could result in the suspension of the use of the room.
8. There is not a waiting list for items and items cannot be held. Items are loaned on a first come and first serve basis.
9. Laminating costs .50 a foot for ALL providers and payment is due upon pick up. Providers may leave materials to be laminated with the Resource Room Coordinator.
10. Caregivers are asked to leave examples of teaching materials in the Resource Room.
11. Teacher books, resources, Mailbox, Totline, and notebooks must be left in the Resource Room.
12. Providers may check out a maximum of 10 items.
13. There is no charge to providers for checking out materials.
14. There will be no more re-checks.

Smith County Licensed Facilities who are not CCS

Free checking out of materials for 1 month

10 Free copies after that, .10 per copy (back and front = 2 copies)

Laminating is .50 per foot

Maximum of 3 sheets per color of construction paper (.05 per sheet after that)

CCS Facilities

Free checking out of materials for one month

10 free copies per month per center (.10 per copy after that)

Laminating is .50 per foot.

Free use of equipment, maximum of 3 sheets of each color construction paper (.05 per sheet after that)

Provider's who are nationally accredited

Free checking out of materials

Free use of equipment

Maximum of 3 sheets per color of construction paper (.05 per sheet after that)

Laminating .50 per foot

10 free copies per month per center and .10 per copy after that

Licensed Facilities not in Smith County and not CCS

May use the equipment for a \$5 fee, in the Resource Room but may not check out materials.

If interested in becoming a CCS provider, providers may call 903-526-1105

Resource Room
421 South Bonner
Tyler, Texas 75702
903-592-1454/fax 903-592-2792

Reservations for nightly use of Resource Room can be made 2 weeks in advance for the first Tuesday of each month. A charge of \$5.00 per teacher is required. A minimum of 8 teachers are required for reservations.

Please call to confirm holiday closings or inquire about further information.
Thank you for helping us provide a safe resource room for teachers in the 14 county regions.