



Early Childhood Academy's Resource & Referral Lending Policies and Procedures

The early childhood Academy's Resource & Referral Lending Library is a collection of age appropriate early childhood resources that includes a variety of leaning resources that includes: multiple books, games, puppets, etc. for the use of parents and childcare providers who serve early learners. Items available for lending includes puzzles, age appropriate books, sensory items, infant and toddler, dramatic play and much more. To utilize resources within the lending library you must complete the Early Childhood Academy Lending Library form attached. Materials are distributed on a "borrow basis" to providers and families.

- All visitors to the Resource & Referral Center to utilize resources or to check out items must sign-in upon entry.
- Materials from the Lending Library are available to check out for a period that does not exceed 14 days.
- If an item has not been returned by Day 15, a late fee will be charged in the amount of \$10 per day. Habitual violators will result in termination of lending privileges.
- Items checked out in one period may not exceed 14 days unless specified by R&R Associate.
- Once an item is out beyond its due date, a call or notification in the form of a letter or email will serve as a reminder to the individual who signed for the item at checkout. Items not returned within 10 days 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 lending library or pay the replacement cost. Failure to return resource materials or pay for lost items will result in loss of lending library privileges.
- All materials are available on a "first come, first serve" basis.
- 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 there are more than one reservation has been made for such items, the next person on the reserve request list will be called.
- Children toys will be washed at a later, more convenient time, and then transferred back to the lending library to check out. This may mean that some items may not be available until the next day after return.
- All items must be disinfected or washed before returning them to the lending library. To wash and disinfect a hard-plastic toy: scrub the toy in warm, soapy water. Use a brush to reach in crevices. Rinse the toy in clean water. Immerse the toy in a mild bleach solution and allow toy to soak in the solution for 10-20 minutes. Remove the toy from the bleach solution and rinse well in cool water. Let toy air dry.
- Cloth toys must be washed in hot water of a washing machine and air dried or dried in a clothes dryer. Stuffed toys used should be cleaned and washed in a washing machine before returning to lending library.



Early Childhood Academy Visitor Safety & General Housekeeping Agreement

Dear visitor, the safety of every guest attending the Early Childhood Academy located on the Itawamba Community College campus is always our highest priority. In order to continue to maintain our commitment to your safety and to adhere to ICC policies, please read all information below, provide your initials to show that you have read and understand each statement, and provide your signature and date at the bottom of this page.

_____ I agree and understand that I will not leave my children unattended at any time while visiting the Itawamba Community College Early Childhood Academy Resource & Referral Center.

_____ I agree and understand that children are not allowed inside the Resource & Referral Center Lending Library shelving area.

_____ I agree and understand that Itawamba Community College or Early Childhood Academy is not held liable for any incidents to me or my child while visiting the Resource & Referral Center.

_____ I agree and understand that children are not to eat inside the Early Childhood Academy Resource area. I agree that I have been shown the specific break room to take my children to eat their meals.

_____ I agree and understand that items are not to be pulled off the shelving area by children, any incidents occurring from actions will not be held liable to Itawamba Community College or Early Childhood Academy.

_____ I agree and understand that children are not to be left alone in the computer lab, small meeting room, and any area inside the Resource & Referral area.

_____ I agree and understand that children under the age of 6 are not to be sent to the public restroom unattended.

_____ I agree and understand that all items pulled from the shelving area will be sanitized first then placed back on the shelf before leaving the Resource & Referral center.

_____ I agree and understand that any items used or accumulated while using the activity tables will be cleaned up, sanitized and placed back before leaving the Resource & Referral Center.

_____ I agree that all items checked out by me must be sanitized before returning to Resource & Referral Center.

I do understand and will adhere to each statement above. By signing below indicated that I have read and agree to abide by each statement. Failure to comply will result in a compliance meeting with Itawamba Community College Early Childhood Academy Supervisor.

Printed Name: _____ Signature _____

Date: _____