



Early Learning Coalition (ELC) of the Big Bend Region

1940 North Monroe Street, Suite 70

Phone: (850) 385-0504

Fax: (850) 922-0075

Resource Room Agreement Form

Name: _____ Date: _____

Personal Address: _____

City: _____ Zip: _____ Phone: _____

Program Name: _____ Email: _____

Please read agreement form and initial in the blocks provided as proof of understanding.

- The Early Learning Coalition offers classroom resources and books for loan to childcare providers within the ELC Provider Network. Providers are welcome to use the resource room equipment and check out materials BYAPPOINTMENT ONLY.
- Resources may be loaned/checked-out for a period of 30 days. A check-in and check-out receipt will be provided. Failure to return materials within the 30 day period will result in loss of privileges.
- All resource books and kits are free for provider use. However, if any items are lost during check-out, the provider who has checked them out is responsible for replacing them. Please make sure all items supplied in the kits are accounted for before returning them to the resource room. If items become worn, torn, or broken, please alert the Resource Room Coordinator.
- Due to material cost and availability, laminating film will be limited to **25 feet per center per calendar quarter** (unused portions will not carry over into the next quarter). Providers must drop off the materials they wish to be laminated and a coalition representative will laminate the materials and will call the provider to pick them up within 3-5 business days. (The Coalition is not responsible for any materials that may be damaged during the laminating process).
- Computers with internet connections are available for professional use only. Limit computer use to activities that enhance your ability to provide quality early learning experiences to the children in your care.

Signed: _____ Date: _____

For Office Use Only

Member number: