



Alamance Partnership for Children Early Learning Resource Center (ELRC) Guidelines



Hours of Operation

Day	Hours
Monday	8:00 am – 5:00 pm
Tuesday	8:00 am – 5:00 pm
Wednesday	8:00 am – 5:00 pm
Thursday	8:00 am – 5:00 pm
Friday	8:00 am – 12:00pm

***Extended hours are available by appointment (Please contact Ashley Moore 336-513-0063)**

Lending Library

Please note that both personal contact information and basic work or school contact information will be required to check out materials. Lending library materials include:

- children’s books with tapes; activity kits; puppets; musical CD’s and CD players with listening center; parachutes for movement activities; portable easels; a light table
- child care provider resource books and materials
- multi-cultural kits for infants, toddlers, and preschoolers
- school-age kits

Materials Available: (All materials and machines are to be used in moderation and only for classroom or continuing education classes)

- Hot and cold laminating machines
- Ellison die cut machine (list of available die cuts available)
- Copier- Not to be used for Copyrighted material, please see Parent Resource Counselor with questions.
- Binding machines
- Paper folding machine (for brochures or programs)
- Artwaxer
- Computer with internet access and printer for school and/or work related activities
- Photo file of mounted photos for display and/or books, ready to laminate

Lamination Services:

The cost for lamination materials is one of the biggest expenses for the Resource Center. Please note that due to Smart Start funding restrictions, *School Age programs or unlicensed programs* can utilize the laminator, but must pay a fee for the laminating paper. **(Current Fees: \$1.00 per foot [width = 27 inches])** Please help us utilize these materials effectively by:

- Using the laminator for the following only:
 - Art or children’s work;
 - File folder games;
 - Materials to use for display in your child care facility; and
 - Photographs.



- Placing materials to be laminated in close proximity of one another so that laminating film is not wasted. Please ask for assistance if you are unsure of the best way to utilize the laminator.

On-Site Computers

Two computers are available in the ELRC with internet access and printers. These are for early childhood providers or early childhood students to use for school and/or work related activities. Please note that these are not for 'personal' use and should not be used to download materials or check personal emails that are not related to early childhood education and services.

Reminders:

- All books and materials checked out are due back within three weeks.
- All outside equipment can be reserved for 1 week at a time.
- You may check out 5 items at a time. (No more than 2 kits can be checked out at one time.)
- Items should be returned in clean condition. Washable items should be washed. Other items should be surface-wiped or sprayed with a solution of one teaspoon of Clorox mixed with one quart of water. All non-book items have cleaning instructions with the materials.
- The model activity centers must be returned to the condition they were found – materials should be placed back on shelves before leaving.
- The Production Area can be used by adults *only* due to safety concerns for children.
- Please remember to assist children in placing all items in the centers back in the correct place.



Alamance Partnership for Children's Early Learning Resource Center

Services offered:

Lamination
"FREE" Copying (black & white copies only)
"FREE" Book Binding
Die Cuts
Computers
Art waxing

Items to check out:

- Board games (for preschooler and school-agers)
- Diversity kits (for infants, toddlers, and preschoolers)
- Keva blocks
- Multi-cultural kits (for infants, toddlers, and preschoolers)
- Outdoor equipment (hula hoops, flag football, street hockey goal, disc golf, tetherball set)
- Parachutes
- Playground safety kits
- Ready, Set, Go! Transition to Kindergarten DVD set
- Story sacks

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** Other hours are available upon request **





Cultural clothing outfits (included in some kits)



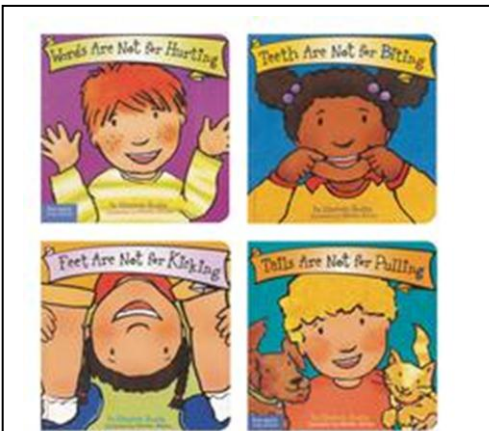
2 small & 2 large parachutes



Riverstones



Musical Scarves Activity set



Best Behavior Book Kit



Keva Blocks



Tree Blocks



Boardmaker Software (not to be checked out but available for use)



The Incredible Years for Teachers Kit



Hula Hoops (outdoor equipment can be reserved for 1 week at a time)



Tetherball set



Ready, Set, Go! Kindergarten Transition DVD set