



ywca child care
resource & referral
building strong
communities one child
at a time

Angela Rose Annunzio Library Policies and Procedures

The Angela Rose Annunzio Library contains an accucut machine, over 40 Discovery Boxes and over 100 curriculum based resources to aid programs in offering developmentally appropriate activities to the children in their care.

The materials in the Discovery Boxes focus on a topic and are designed to be used together and with the direct supervision of the child care provider. The contents of the boxes should be stored together and in the supplied box when not in use.

Membership: all child care programs currently listed on the YWCA parent referral database are eligible for membership. The membership fee is \$20.00 per year. This fee is 100% tax deductible and includes the following benefits: monthly use of the Library and accucut machine, a \$15.00 training gift certificate, quarterly e-mail tips, raffles and coupons for additional check-outs.

Each program on the referral database may purchase one membership per year.

Hours: The Library will be open two times a month before scheduled trainings and one Saturday a month. Consult the YWCA Training Calendar for exact dates and times. The Library may also be open, by advance appointment only (for 30 minute intervals), Monday – Friday from 9:00 am – 3:30 pm. To schedule an appointment, contact Deb at (630) 790-3030, ext. 2463 or Deb.Hettinger@ywcachicago.org.

Check out: Each member (including centers) may check-out 1 Discovery Box and 3 books/videos/DVDs at a time. Materials may be checked out for a one month period. Additional materials can not be checked out until current or overdue materials are returned.

In addition, each member may use the accucut machine. Paper and foam sheets will be supplied by the YWCA. A member may cut up to 20 stencils a month.

Returns: Materials may be returned before scheduled trainings at the YWCA Glendale Heights office or by advance appointment only. To schedule an appointment, contact Deb at (630) 790-3030, ext. 2463 or Deb.Hettinger@ywcachicago.org.

Please note: return materials will not be accepted at off-site trainings, by the QC Van or at unscheduled times in the YWCA lobby.

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For more Early Childhood Resources call (630) 790-3030**

Upon the timely return of materials, the program will be entered into a drawing for a free resource (approx \$20 value).

Programs are responsible for maintaining and disinfecting borrowed materials. Center directors/family child care owners will be responsible for inspecting Discovery Boxes to make sure that they have been properly cleaned and that all “pieces” belonging in the Box are present (an inventory sheet is included).

Upon return, YWCA staff will review the materials. Reasonable fees will be assessed for damaged materials and a replacement fee will be billed for all unreturned materials.

The YWCA reserves the right to terminate the membership of any provider who does not abide by these guidelines.