



NOTICE



IMPORTANT INFORMATION AND REMINDERS REGARDING OPERATIONS, POLICIES, AND PROCEDURES OF THE DELAWARE TEACHER CENTER

- **MISSION** ~ The mission of this organization shall be to improve learning through an intensive program of ongoing professional development for licensed Delaware educators and to provide and maintain teacher resource centers throughout the state for use by Delaware educators at all K-12 public, private and charter schools and their associated ECE programs; as well as Federal Head Start and State ECAP programs, current student teachers, and registered home-schools; and instructors from accredited graduate and undergraduate education programs.
- Children under the age of 18 are not permitted in the center due to safety & insurance liability issues, and host district/school's policies, procedures, and protocol
~ We are "guests" in each of our center locations. In order to continue to provide free services to our Delaware educators we must adhere to the various rules and regulations within each host organization. By avoiding rental fees we are able to allocate more funds toward materials and professional learning opportunities. ~
- Centers will primarily follow the host school/organization's calendar for closures due to inclement weather, priority functions of the host school/organization, holidays, etc.
- Please check our website AND/OR Facebook for updates on daily operations, hours, and closures. Emergency and unexpected circumstances do arise.
- Teachers may email and/or call center locations for days and hours of operation. Please see the brochure or the website for contact information.
- Materials and Equipment are to be used in the center. Unused construction paper and / or poster board - Laminated or Not – **May Not Be Taken Out** of the center! Please speak with the center manager if you have special circumstances.
- The Delaware Teacher Center is funded to provide services for certified Delaware Educators and current student teachers. Parents or volunteers are not permitted to use the center. *(please see the center manager if you will have a volunteer working with you)*
- Center Managers are available to assist teachers using the center. If you have special circumstances and would like a manager to assist with small projects please do not hesitate to ask. When time permits they may be able to laminate, print posters, etc. for you to pick up later or the next day. However, priority will be given to teachers that need assistance with equipment and materials while working in the center.

*Thank you for your cooperation and understanding,
Delaware Teacher Center Policy Board*

For questions, concerns, or ideas please contact the MAIN DTC Office ~ 302-736-7623 or 1-800-282-8770 (8am-4pm)

Delaware Teacher Center Guidelines

www.dtc.k12.de.us

Laminating ~ Please do not laminate:

- Certificates
- Placemats
- Children's Art Projects
- Religious Material
- WET PAINT/GLUE/WAX CRAYON DESIGNS
- 15 minute time limit when someone is waiting

facebook



Copier Machine ~ Operated by Staff Only

- 10 Copies per visit

Poster Printer ~ Operated with Staff Only (Black or Blue)

- 8 ½ x 11" Originals Only ~ **No White Out**
- **FOUR (4)** posters per month per person,
- **SIX (6)** in July, August & September
- Output Size
 - ~ **23 x 31** - Standard
 - ~ **20 x 27** - Medium
 - ~ **17 x 22** - Small
- No student artwork, certificates, religious materials, or advertising flyers.

Color Poster Printer ~ Operated with Staff Only

- 8 ½ x 11" Originals Only ~ **No White Out**
- **Three (3)** posters per month per person
- **Five (5)** in July, August & September
- Output Size
 - ~ **34 x 24** - Standard
 - ~ **24 x 17** - Medium
 - ~ **13 x 19** - Sheet
- No student artwork, certificates, religious materials, or advertising flyers.

VariQuest Cut-Out Machine

- Please see manager regarding paper selection
- 15 minute time limit when someone is waiting

Instructional Materials Checkout (Dover, Newark, Woodbridge)

- Please see manager for assistance
- Items may be checked out for **15 days**
- Please complete the sign-out information
- All materials should be returned in the same condition as when they left.
- Please notify the center manager if you notice damage or if materials are missing.