

Oak Lawn Day Nursery **Early Childhood Academy Library Rules & Policies**

Please discuss the following with your student. Both the student and the adult should sign and return the signature portion of this form to their classroom teacher. These will be kept on file.

NOTE: These policies can also be found on the Oak Lawn Day Nursery Early Childhood Academy website at www.oldn.org. Click on "Library" in the left column. Click on Forms to find the procedures.

Student: Please read with your parent/guardian.

- Students may borrow one book at a time from the Oak Lawn Day Nursery Early Childhood Academy Library.
- The class visits the library once a week. The student may keep the book for one week. The student is responsible for returning the book he/she borrowed.
- If the book is not returned within one week, an overdue notice will be issued to the student through the classroom teacher.
- The student will not be allowed to borrow another book until the overdue one is returned.
- Lost books should be paid for (replacement fee) or replaced with a ***brand new copy*** of the book. Please inform the classroom teacher of any lost library books.

Parents/Guardians we recommend that:

- Parents should develop a routine with the child to help them remember Library Day and bring their borrowed library books back to school.
- The student should make a special place to keep their Oak Lawn Day Nursery Early Childhood Academy library books at home (i.e. a basket by the bed).

If a book is overdue or lost:

- Student Check-out privileges will be temporarily suspended.
- The student should look in their backpack, in the classroom, in the car and at home for overdue books.
- Notices about overdue items will be issued to the student through the classroom teacher.
- ***No fines*** are assessed for overdue items.

When several overdue notices have been issued, it will be presumed the book is lost. At this point the teacher will suggest to the student they talk to their parent/guardian about the lost item. A letter will then be sent home to the parent/guardian with the amount due to replace the lost book. If the book is returned after payment has been made, a refund will be given.

Options:

- Find the item
- Pay the replacement fee
- Purchase a replacement copy of the book for the library

Replacement fees can be found on the overdue notice and can be paid in cash or money order. Money Orders should be made payable to the Oak Lawn Day Nursery Early Childhood Academy.

The fee or book should be given to the classroom teacher.

Thank You!

Oak Lawn Day Nursery Early Childhood Academy

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Oak Lawn Day Nursery

Early Childhood Academy Library Policy Acknowledgement

Please sign and return the signature portion of this form to the classroom teacher.

Class _____ Date _____

Student Signature _____

I have read the student policy with my child. I understand the rules and policies of the Oak Lawn Day Nursery Early Childhood Academy Library and I will support my child as an Oak Lawn Day Nursery Early Childhood Academy patron.

Parent Signature _____ Date _____