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**Child Care Connections Lending Library Agreement**

Name: \_\_\_\_\_

Authorized Staff to check out items: \_\_\_\_\_

Name of Business/Center: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

License # or Unlicensed ID# \_\_\_\_\_

The following requirements are for the protection of our agency, you as a provider and for the protection of the children who will use the materials. Child Care Connections expects providers to insure the safety of the children in their care who will be utilizing the items in the totes. Some totes contain small parts that could be a choking hazard to a young child under the age of 3 years.

It is our expectation that providers will respect and care for the items contained in the totes, so that others can enjoy them as well.

By signing the following agreement you are agreeing with the following requirements.

- Items can be checked out for up to 1 month, with a limit of 6 totes at a time.
- "Normal wear and tear" is acceptable
- Items should be clean when returned
- Items will be checked in and will be verified they are complete.
  - A list of the items is listed on the lid of the bins, including
    - Name of items
    - # of pieces for each game, puzzle etc.
- Broken pieces or items will be replaced at provider's expense
- Missing pieces or items: Provider's will have one week to supply Child Care Connections with the missing piece or item for the bin. If the item cannot be located, the provider is responsible for replacement cost of that item. The incomplete item will be given to the provider once replacement costs have been received.

Providers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OUR MISSION**  
To promote and strengthen quality child care