

# Division of Child Care and Early Childhood Education

## BECOME A MEMBER OF THE ACCRC ARKANSAS CHILD CARE RESOURCE CENTER USER CARD APPLICATION

User cards are available at no charge to all licensed and registered child care providers in good standing with the Arkansas Department of Human Services Child Licensing Unit. All others users must pay a one-time charge of \$15.00. User cards are issued to programs. All staff members may use their program's card. Each program will be held responsible for all borrowed items. (Programs may wish to develop an acceptance of responsibility form for staff members to sign before use of the cards.)

### Please Complete

Program's Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
County \_\_\_\_\_ Phone Number \_\_\_\_\_ Maximum Licensed Enrollment \_\_\_\_\_  
License Number \_\_\_\_\_

### Type of Program

Family Day Care Home  Church Sponsored Day Care  
 Private Day Care Center  Employer Sponsored Day Care  
 Head Start  Other \_\_\_\_\_

Name of Responsible Person \_\_\_\_\_  
Title \_\_\_\_\_  
Address (If not program's address) \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

### By My Signature As Applicant, I Affirm That I Understand:

1. All User Cards are the property of ACCRC & may be rendered invalid due to misuse or loss of Program License.
2. User Cards do not in any way give permission for the user to violate or ignore state copyrights on any materials housed in the ACCRC. Violation of Copyright is a criminal offense and is punishable as such.
3. Lost or stolen User Cards must be reported within 24 hours to release the program from responsibility. A \$5 replacement fee will be charged for new cards if not reported.
4. Programs will be held financially responsible for replacement of any and all lost or damaged materials checked-out to their card(s) number.
5. Materials may be checked out for a 14-day period. Due dates may be extended by phone for an additional 14 days. Members will be charged a late fee of \$0.25 per day per book on overdue materials. There is a minimum of \$1.00 per day. Materials not received in the ACCRC by 14 days past final due date will be considered lost and the replacement cost for lost materials will be charged.
6. One-way mail service will be provided to programs outside Pulaski County.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Title \_\_\_\_\_

Return to: DHS-DCCECE - AR Child Care Resource Center - P.O. Box 1437 Slot S 160 - Little Rock, AR 72203

Do Not Write Below This Line

Application Received \_\_\_\_\_ Paid \_\_\_\_\_ Card Number Issued \_\_\_\_\_