

CPSB Professional Development Teacher Resource Center

Phone: 318-603-6503/318-603-6470 Fax: 603-5484

The primary role of the CPSB Teacher Resource Center is the improvement of instruction through services to the teachers of Caddo Parish. Materials in the Resource Center represent money set aside for the construction of learning materials.

The materials are not for personal use.

It is our hope that teachers will use the materials, equipment, and services judiciously.

ID required annually \$2.50 (July 1, 2011-July 1, 2012)

SUMMER

| Teacher Resource Center | | TRC TOO (Embroidery, Screen Printing, Vinyl) | |
|-------------------------|---------------------|--|---------------------|
| Monday | 7:00 A.M.—5:15 P.M. | Monday | 7:00 A.M.—3:00 P.M. |
| Tuesday | 7:00 A.M.—5:15 P.M. | Tuesday | 7:00 A.M.—3:00 P.M. |
| Wednesday | 7:00 A.M.—5:15 P.M. | Wednesday | 7:00 A.M.—3:00 P.M. |
| Thursday | 7:00 A.M.—5:15 P.M. | Thursday | 7:00 A.M.—3:00 P.M. |

*As time permits

*All equipment will be turned on at the scheduled opening times.

*LAMINATORS TAKE 30 MINUTES TO HEAT

SCHOOL YEAR

| Teacher Resource Center | | TRC TOO (Embroidery, Screen Printing, Vinyl) | |
|-------------------------|----------------------|--|----------------------|
| Tuesday | 12:30 P.M.—5:45 P.M. | Tuesday | 12:30 P.M.—5:45 P.M. |
| Wednesday | 8:00 A.M.—5:45 P.M. | Wednesday | 8:00 A.M.—5:45 P.M. |
| Thursday | 8:00 A.M.—5:45 P.M. | Thursday | 8:00 A.M.—5:45 P.M. |
| Friday | 8:00 A.M.—5:45 P.M. | Friday | 8:00 A.M.—5:45 P.M. |
| Saturday | 8:00 A.M.—1:15 P.M. | Saturday | 8:00 A.M.—1:15 P.M. |

*As time permits

*The Teacher Resource Center is closed during all central office holidays.
These hours of operation are subject to change due to unforeseen emergencies.*

ATTENTION: Closing Policy

Due to the nature of our business no one will be admitted into the building fifteen minutes prior to closing. Lamination stops fifteen minutes prior to closing and all equipment is turned off.

Staff will give a clean-up warning at ten minutes before closing time.

All teachers must clean their work areas and return supplies to the proper places.

Five minutes before closing all teachers must sign out and leave the building.