



## *Mid-Valley Special Education Cooperative*

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# **Mid Valley Occupational and Physical Therapy Check-Out Procedures**

**Note: The resources listed below are located at the Administrative Offices at the address above (Door 5). All other student materials/equipment in storage are located at Kaneland Middle School on Meridith Road. See equipment check-out and moving procedures on the website for more information.**

## **Library/Staff Resources**

1. Check library book list on Mid Valley website.
2. Come to Mid Valley and browse books/DVD's
3. Take card out of chosen material's pocket.
4. Sign name, date and district.
5. Place card in to bright green box labeled Mid Valley OT/PT Library Check Out alphabetically.
6. **Please limit checkouts to two weeks for the sake of others who might be interested in the same materials.**
7. Return item to Mid Valley library, cross your name off the card and replace card and items back on shelf alphabetically.
8. Hours are 8:00 to 3:30 Monday through Friday.

## **Test Kits/Protocols**

1. Check OT/PT test kit/protocol list on Mid Valley website.
2. Come to Mid Valley check in with the administrative assistant/receptionist to sign-out test protocols from Occupational and Physical Therapy cabinet.
3. Sign out chosen test assessment on sheet by the receptionist's desk.
4. Sign name, date, district, and email address.
5. **Please limit checkouts to two weeks for the sake of others who might be interested in the same materials.**
6. Return item to Mid Valley and cross your name off the sheet.
7. Hours are 8:00 to 3:30 Monday through Friday.

If you have any questions, please contact:

Lynn Chassee, OTR/L at [lynn.chassee@d303.org](mailto:lynn.chassee@d303.org)

Or

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