

Private Membership

Teacher Resource Center



Hours of Operation

August to May (school year)

Monday - Thursday 8:00 - 6:00

Friday 8:00 - 4:00

Saturday 8:00 - 12:00

We are open all Summer, Thanksgiving, Christmas and Spring Break

Monday - Friday 8:00 – 4:00

Saturday - Closed

Holidays

The TRC is OPEN YEAR-ROUND except for the following holidays:

New Year's Day, Memorial Day, July 4th, Labor Day,

Thanksgiving (Thursday and Friday), Christmas Day.

The TRC will be closed on Saturdays preceding and/or following a holiday.

Check the website for additional updates ~ www.BartowTRC.org

Contact Information

info@BartowTRC.org

Phone: 770.387.1103

Address: 1 North Gilmer St.

Cartersville, GA 30120

Director: Kim Martin

KimM@BartowTRC.org

All Staff: info@BartowTRC.org

General Policies and Procedures

-----Please read carefully-----

1. All members/employees are required to adhere to the rules and procedures of the TRC.
2. Please have your school identification with you.
3. **Children are not permitted in the Center.** This rule is instituted for the safety of the children and for the efficiency of those working in the Center. Numerous pieces of equipment pose potential safety hazards and the TRC staff cannot accept liability for the safety of children in the building. Children may not be left in the lobby unattended.
4. The TRC Staff are here to assistance/instruction in the operation of equipment or help in locating specific materials.
5. Laminators, copy machines and other equipment will be shut down ten-fifteen minutes before closing time. Please be considerate of our staff by completing your projects in a timely fashion.
6. Lamination of projects is part of our service. Nothing with metal can be laminated. Example: envelopes or file folders with brads, staples, glitter or other material that may possibly damage the rollers.
7. Consumable materials provided by TRC are intended for use in the Center. **We cannot allow raw materials to be removed from the building or allow the use of materials to complete projects for personal use. Projects are to be completed on site.**
8. Computers and printers are available for use by our members. Quantities are limited per visit/day.
9. TRC Leadership reserves the right to revoke membership for noncompliance of policies and procedures. Membership is non-refundable.

**Don't forget about the Golden Garbage:
jars, paper tubes, plastic containers, shoe boxes, and more.**

Grab what you need and you're halfway there!

Book binding combs and spiral: assorted sizes	donated items	Scissors
Booklet stapler	File Folders letter size:	Scotch tape
Brads: 3 sizes	assorted colors and manila	Sentence Strips: white and colors
Calculators	Glue sticks	Sharpies markers
Cardboard cutter	Heavy-duty double-sided tape	Small google eyes
Center hole punch (spinners)	Heavy duty hole punch	Spinners: 2 sizes
Chalk and pastels sticks	Heavy duty stapler	Staple removers
Chart Paper: lined and unlined, white and colored	Highlighters	Staplers
Colored dots	Hole punches (single, double, triple)	Stickers
Colored pencils	Hot glue guns and glue sticks	Tape measures
Colored tape	Index cards: white and colors, 2 sizes	Utility knives
Construction paper 12 x 18	Ink pads and stamps	Velcro squares
Construction paper 8 ½ x 11	Library Pockets/manila only	White out
Copy/Bond Paper: assorted colors 8 ½ x 11	Liquid Glue	Yard sticks
Copy/Bond Paper: white only 11 x 17	Magic markers	
Copy/Bond Paper: white only 8 ½ x 14	Masking tape	
Craft sticks (small and large, plain and colored)	Metallic markers	
Crayons	Name tag stickers: assorted fun styles	
Crazy punches	Note pads: assorted decorative styles	
Crazy scissors	O-Rings: 3 sizes	
Cutting pads	Packing tape	
DIE CUTS (from Ellison) see website BartowTRC.org	Paint markers	
Double sided tape	Paperclips	
Easels	Pencil sharpeners	
Envelopes manila 9 x 12	Poster Board 24 x 28	
Envelopes: manila 6 x 9	Poster board markers	
Erasers, chalk erasers	Protractors	
Fabric, yarn, ribbon: assorted	Punches: assorted styles	
	Rototrim paper cutter (small and large)	
	Rubber bands	

Theme and Subject Kits

Air: properties of	rivets/washers	Spoons	size movable
Alka-Seltzer Rockets	Electrostatic Generator	Measuring Tapes	Skulls: human and
American Revolution	w/neon wand	Mechanical Energy and	bovidae
Architectural 2D & 3D	Energy Sticks	Work	Smart Board Media
Shapes	Erosion Table	Microscope:	Solar System
Atoms: Happy, chemistry	Farm Kit	handheld/viewers/pocke	Sound Kits: pitch,
set	File Folders, Task Cards,	t scopes/objective	vibration, music
Balance Scales	DVDs	Minerals	Specimens: Animal
Balloon Cars	Flashlights with batteries	Fluorescent/black light	Kingdom Collection
(Engineering Design)	Flasks	Mirrors	Specimens: Plant
Barometers	Forces & Motion	Money	Collection
Beakers	Forensic Kits/Crime	Moon; phases of	Spinners/neodymium
BINGO: all subjects	Scene Investigation	Morse Code Kit	magnets
Binoculars	Fossils: rocks and plants	Motion & Sound	Spring Coil: motion and
Book Binder	Generators: hand	Native American: vest,	sound
Boom Whacker	held/Genecon	theme kit,	Spring Scales
Percussion Tubes	Genetics: Pasta	Observation Kit: grains,	STAR LAB /planetarium
Bottle Rocket Launchers	Georgia Kits	textures	STEM supported
Brain Builders, MATH	Giant GeoSolids: 3D	Oceans	resources
Bugs World Collection	shapes	Overhead Projector	Stencil Plates
Butterfly Metamorphosis	Goggles	Owl Kit/ Pellet dissection	Stopwatches
Camouflage Confetti	Graduated Cylinders	Paper Circuits: Nursery	Sun Sensor
Castle Gears	Habitats	Rhymes	Test Tubes and Racks
Circuit Boards:	Hammers, small	Periodic Table-Battleship	Thermometers
bulbs,motors,propellers	Honey Bee Life Cycle	Pets	Thunder Tubes (large,
Circus Kit	Hotplates	Pipettes	small)
Civil War	Human Body Kit	Plant Cell Model	Timer/Stopwatch
Clocks	Human Torso Model Kit	Plant/Dicotyledon Stem	Towers of Hanoi
Coding/Seasons and	Ice Melting Kit	Model	Transportation
MorseCode	Insect Diversity Display	Posters: all subjects	Tree Cookies
Color Mixing/	Insect Metamorphosis	Prepared Slides	Tuning Forks
Paddles/Newton's Wheel	Display	Prism Glasses	Tweezers
/Laser Lights	Insects	Prisms	Volcanoes and
Community Helpers	Invertebrates vs	Pulleys: double, single	Earthquakes
Compasses	Vertebrates	and triple	Water Bottles
Concave/Convex Lenses	Jumper Leads: Alligator	Pumice Stone (extra-	Water Tank
Constellation Finder	clips	large)	Water: properties of
Copper Tubes: 3ft, 4ft	Life Cycles	Radiation	Weather Station
Counting Stews and	Light: LED and Optical	Cans/temperature	Weather Window
Brews	Little Bits: Electronic Music	Robot:	Viewers
Cowboys	Inventor	SPHERO,Botley,Code&G	Weight Mass Set
Creepy Crawlers	Logic Puzzles	o Mouse, Ozobots	White Spot Plates
Culture Tubes	Magnetic Activity: Magic	Rockets: stomp	World Globe
Density Blocks:	Penny	Rocks and Minerals of	World War I, II; Civil War
aluminum,brass,lead	Magnets	the United States	
Dental	Magnifying Glasses:	Rocks/Minerals/Fossils	
Dinosaurs	handheld	Rocks: Mohs' Test: streak	
Dr. Seuss Unit Kits	Marble Maze	plate	
Dry Erase Boards	Math - KABOOM,	Rocks: Pegmatite;	
(classroom set)	Popcorn	Fluorescent/black light	
Ear: Human Anatomy	Math Kit:	Rulers	
Teaching Aid	inches,centimeters,feet	Scales, Digital, Flat Spring	
Electric Bell	Math Kit: square units	Science Olympiad DVD's	
Electricity/Electrical	and area	Seashells, jar of	
Circuits	Measurement Rings	Senses: The Five	
Electricity: Series/parallel	Measurements: area,	Shadow activities	
circuit board	volume	Simple Machines	
Electromagnets and	Measuring Cups and	Skeleton: 12-inch and life	

**GSE
focused
resources
available to
support the
STE[A]M
concept.**

The Teacher Resource Center is such a unique service, impacting thousands of students and educators who are so dedicated to serving them well. The TRC membership is structured allowing the entire educational staff at your learning center to use the Center. The membership is based on child enrollment, allowing all employees to utilize the Center regardless of class size or which subject is taught.

We will require a list of approved employees, so we are aware of who is employed by your learning center. Any changes in staffing would require an email from the learning center leadership, remove an employee or adding a new hire.

Quality Rated inspections will determine the number of children in the facility; an average of the last two-three annual inspections would determine the following year's membership fee. Inspections can be found at <https://families.decal.ga.gov/ChildCare/Search>

Religious organizations can submit the last 2-3 years annual board report prior to June 1st to determine the following year's membership fees.

Private Schools may submit the GADOE student enrollment /school superintendent enrollment form. (Georgia law O.C.G.A. § 20-2-690)

Membership begins July 1 to June 31, and payment is due prior to July 1st, avoiding any interruption in the membership. A list of Director approved employees should be submitted at that time and changes in staffing may be modified accordingly throughout the year.

July 1-June 31 TRC membership fee	
Number of children enrolled	Annual fee
1-24	\$700
25-49	\$1429
50-74	\$2157
75-99	\$2886
100-124	\$3615
125-149	\$4344
150-174	\$5072
175-199	\$5801
200-224	\$6530

Private Membership

PRIVATE SCHOOL REPORT OF STUDENTS ENROLLED

Georgia law (O.C.G.A. § 20-2-690) provides, within 30 days after the beginning of each school year, it shall be the duty of the administrator of each private school to provide to the school superintendent of each local public school district which has residents enrolled in the private school a list of the name, age, and residence of each resident so enrolled. At the end of each school month, it shall be the duty of the administrator of each private school to notify the school superintendent of each local public school district of the name, age, and residence of each student residing in the public school district who enrolls or terminates enrollment at the private school during the immediately preceding school month. Such records shall indicate when attendance has been suspended and the grounds for such suspension.

Data Collected by the DE1111 in November will be used to cross-reference K-12 enrollment information provided by private schools participating in Equitable Services Under Title II, Part A and Title IV, Part A of ESSA. By law ESSA allocations are determined on a per pupil basis and, in Georgia, are extracted from an official count taken the first Tuesday of October. DE1111 enrollment information submitted in November should reflect enrollment information collected on the first Tuesday of October.

Private School Information				
Name of Private School				
If applicable, name of business under which the school is registered/covered				
Profit/Nonprofit Status of School (or Overarching Business)	Profit		Non-Profit	
Business ID Number and State for school or business under which the school is registered/covered.	Business ID		State (2 letter)	
501c3 Status of School (or Overarching Business)	Yes		No	
If 501c3, please enter Employer Identification Number for school or business under which the school is registered/covered	EIN			
List the City/County Public School District in which geographic boundaries the Private School is located	County		City	
School Website				
School Telephone				
School Email				
Mailing Address				
City / State / Zip				
Location Address				
City / State / Zip				
Private School Contact Information				
Contact Last Name				
Contact First Name				
Contact Title				
Contact Telephone				
Contact Email				
Total Enrollment				
Grades				
Public School District to Which Submitted				



Teacher Resource Center ♦ info@BartowTRC.org

1 N. Gilmer St. ♦ Cartersville GA ♦ 30120 ♦ 770.387.1103

Learning Center	
Address	
Phone number	
Director's Name	
Director's Email	
Annual Renewal Date	July 1 – June 31

*All members/employees are required to adhere to the rules and procedures of the TRC; copies are available at the front desk and are emailed annually. Director: Please update the TRC of employee changes promptly.

EMPLOYEE INFORMATION

	First Name	Last Name	Email	Phone Number
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Office Use Only: Date Rec'd _____ Check# _____ Amount: \$ _____

The Teacher Resource Center evolved from the original science program, Georgia Youth Science and Technology Center, which was supported through the Etowah Foundation and affiliated with Southern Polytechnic in Marietta, Georgia. It opened in 1990 in a small classroom and one office on Wall Street in downtown Cartersville to “promote enthusiasm and interest in science and technology”.

The Science Resource Center, in 1993 formed a partnership with Bartow County to serve the educators and students exclusively and moved to its current location in 1994, rebranding itself as The Science and Art Center in 2001.

In 2008, The Science and Art Center developed into Tellus and The Booth Art Academy continuing the excellent programs exponentially.

Today, the Teacher Resource Center serves 24 schools, PK-12, more than 2,000 educators, and over 19,000 students in Bartow County fulfilling its mission to enrich local classrooms through creative learning.

In 2025, the TRC celebrated 35 years of service to our community and school systems.