



ABN: 34 757 180 175 Inc. Number: A0026815C

## Membership Policy

We kindly ask our members to adhere to the following to help our toy library run smoothly:

### 1. Borrowing

- 1.1 Each child may borrow up to 3 toys plus 2 puzzles or games (5 items in total) for 2 weeks.
- 1.2 Toys can only be renewed once, meaning you can keep them for a maximum of 4 weeks. It's easy to renew your toys online.
- 1.3 Extra toys can be borrowed for \$3 per toy.

### 2. Overdue fines

- 2.1 An overdue fine of \$3 per member family per week applies if toys are not returned or renewed within the two-week borrowing period.
- 2.2 Please note that we allow a 6-day grace period before the fine is applied.

### 3. Missing pieces

- 3.1 Please check your toys' pieces before you play with them at home and again before you return them. Let us know if any pieces were missing (but not noted on the bag)
- 3.2 If you can't find a piece or pieces you can return the toy(s) without that piece and bring the missing piece the next time you're at the toy library.
- 3.3 A \$3 deposit may be charged for missing pieces; this is refunded when the piece is returned.
- 3.4 We treat any cases of major loss or damage on an individual basis.

### 4. Broken toys

- 4.1 If a toy is broken or not working properly please tell us so we can fix or retire it.

## **5. Roster duty**

- 5.1 Each family needs to complete 2 volunteer roster duties per year, or pay the \$70 duty levy in lieu of volunteering.
- 5.2 Most duty sessions are 2.5 hours at the toy library and involve helping to count returned toys – you are very welcome to bring your children with you for these sessions but it is your responsibility to actively supervise them.
- 5.3 You can nominate days for your duty sessions via our online calendar.
- 5.4 There are also other volunteer duty opportunities, for example helping at fundraisers or special events, volunteering your professional expertise or skills e.g. marketing advice, social media support, maintaining scooters and balance bikes, graphic design, grant writing, etc.

## **6. Cleaning**

- 6.1 Please return all your items clean and ready to be played with by the next family. This includes outdoor toys.

## **7. Safety**

- 7.1 Collingwood Toy Library is committed to complying with Victoria's Child Safety Standards by doing everything in our power to keep kids safe. As part of being compliant with the Standards our coordinator or volunteers are not allowed to supervise any children in your care, even for a short time (e.g. going to the toilet, or a car parked outside)
- 7.2 It is the responsibility of parents and carers to supervise the children in your care at all times when at the toy library.
- 7.3 If you notice anything/anyone at the toy library or a toy library event that you feel may in some way raise child safety concerns please report this to our coordinator or a member of the Committee of Management as soon as possible.
- 7.4 Parents and carers are responsible for checking that the toys they borrow are appropriate for the child in their care and that borrowed toys are always used safely. Note: All toys are labelled with a suggested age group, and some toys also have warnings about small pieces etc. Our coordinator is also happy to guide you as to what may be appropriate for your child.
- 7.5 Please note that it is the law in Victoria to wear a bike helmet when riding bikes and scooters. If you borrow bikes and scooters from the toy library it is your responsibility to make sure that the child in your care always wears a helmet.

## **8. Committee**

- 8.1 A volunteer Committee of Management that meets once a month in the evening runs the Toy Library.
- 8.2 All members are welcome to join the committee – let our coordinator know if you are interested.