

TOY AND EQUIPMENT LENDING SYSTEM

Clarence Family Day Care has a wide and varied selection of toys, children's books and some equipment for loan to educators. Educators may borrow "Toy Kits" which may cover interest areas, and contain a selection of age appropriate toys and puzzles, or individual toys, puzzles and books. These are stored at the CFDC office.

Borrowing and Returning Toys and Equipment

A computer record is kept at the office of borrowed and returned toys and equipment. It is not appropriate for toys or equipment to be directly exchanged between educators. Educators are responsible for the toys and equipment that are borrowed in their name.

Educators need to be aware that children should only have access to age appropriate toys. Supervision by the educator is always required when children are playing with toys and equipment.

If in any doubt about the appropriateness of any toys or equipment, educators should isolate the toy or equipment from the child and discuss their concerns with their coordinator.

Loss or Breakages

Clarence Family Day Care may request payment for lost or broken toys or equipment if the educator does not take steps to ensure, where possible, that their good condition is maintained. Please note: If new toys which are not faulty or defective, under 2 months old are broken or pieces lost, educators may be required to pay the full replacement cost, and for toys over 2 months old, 50%.

Returning Toys and Equipment

Toys and equipment are to be maintained and returned in a clean, hygienic and complete condition.

Book Resource Library

A book resource library is available, and educators and parents are welcome to borrow reading material. Many issues relevant to childcare and child development are covered.