

# CAREFREE KIDS

## EAST LOTHIAN TOY LIBRARY

(REGISTERED SCIO No: SC048734)

### Membership Pack



'Members of Smart Play Network'

# CAREFREE KIDS - TOY LIBRARY

## **BACKGROUND**

Carefree Kids East Lothian is a registered SCIO (SC048734). The aims of our Project are:

- \* To promote child and family health and home safety;
- \* To reduce the risk of home accidents by offering practical assistance, advice and support; and
- \* To provide information and advice on relevant health issues.

In response to requests from families, referral agents and community groups we set up a Toy Library.

We are members of the Smart Play Network.

## **MEMBERSHIP**

Membership is open to all families/organisations living/working within East Lothian on completion of the attached membership form. (*Proof of current address is essential*).

**Membership to the library is free.** Once membership is complete families will be issued with a membership card which must be shown at all times when borrowing from the Library.

## **OPENING HOURS**

The Library is based at:

***9 Elphinstone Road, Tranent, EH33 2LG***

and will be open on the following days/hours:

***Monday, Tuesday, Wednesday and Thursday between 10.00-1.00***

## **TOYS AVAILABLE ON LOAN**

A wide range of educating and stimulating toys is available for children from birth to 5 years. This includes larger toys suitable for outdoor use.

Toys are categorised under the following:

- \* Baby Play - up to 24 months
- \* Construction
- \* Life/Role Play
- \* Music
- \* Transport
- \* Puzzles
- \* Games
- \* Electronics
- \* Arts and Crafts
- \* Outdoor
- \* Additional Support Needs

A catalogue is available within the office, listing every toy along with general information.

## **LOAN PROCEDURES**

### Families

A maximum of 4 toys can be loaned per child for a period of 2 weeks after which they must be returned. A fee of 50p will be charged for each toy on loan.

### Community Groups/Childminders

A maximum of 12 toys can be loaned for a period of 4 weeks after which they must be returned. A fee of 50p will be charged for each toy on loan.

Toys can also be borrowed over a term time. Please contact the office for further information.

Please ensure that all toys are returned to us in the packaging provided along with all pieces and instructions. You must also inform us if a toy is broken so that it can be removed from the Library.

### **OVERDUE TOYS/NON RETRURN OF TOYS**

Please ensure that all toys loaned are returned to us promptly. As we are a very small Library this will give other users the opportunity to borrow the toys. If you are unable to return a toy on its due date please contact the Library to inform us of the situation as to when they will be returned.

If you do not contact us a phone call will be made in the first instance. If toys are still not returned to us this will be followed up by a letter.

A fee may be payable on late/non returned toys at the discretion of Carefree Kids. Families who are persistently late in returning toys may have their membership revoked.

### **TOY SAFETY**

All toys within our Toy Library comply with all current safety regulations. Each toy is checked over to ensure that there are no defects in it before it is returned into stock ready for re-loan. Instructions, where appropriate, are issued with each Toy.

It is the responsibility of the family to ensure that Toys loaned from this Library are age appropriate and suitable for the stage of their child's development.

Families should be aware that:

**“Carefree Kids East Lothian will not accept responsibility for any loss, injury or damage caused by or arising from any misuse of any of its Toys or Equipment”**

### **POLICIES**

The following policies are held by Carefree Kids and can be viewed at any time:

- \* Child Protection
- \* Health and Safety
- \* Equal Opportunities
- \* Complaints/Grievance Procedures

## **GENERAL**

All aspects of the Toy Library will be reviewed on a yearly basis. All members will be notified in writing of any changes made to the services.

For further information on any part of the Toy Library or any of the other services that we offer please do not hesitate to contact us:

### **Main Office**

Paula Edmond, Project Manager  
Carefree Kids East Lothian  
9 Elphinstone Road  
Tranent  
EH33 2AG

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