



## GALLEY HILL CHILDREN'S CENTRE TOY LIBRARY

### TERMS AND CONDITIONS

1. There will be an annual membership which will be priced as follows. The three categories are:-

Parent	£3 per year
Childminder/Parent and Toddler group	£5 per year
Early Years Setting	£10 per year

2. Toys will be rented out over a two week period, with the cost ranging from 50p to £3.
3. Rentals to Early Years settings may be for longer periods and at a higher price.
4. Please return the toys by the due date, so that other members can borrow them. If there is a problem please contact us on the number at the bottom of the page. Persistent non return of toys without a valid reason may result in termination of membership.
5. If toys are broken or lost whilst on loan, please let us know. We know that breakages will happen.
6. If you find any broken or missing pieces when you unpack the toy at home, please let us know.
7. Please return the toys in the box or bag provided, clean and usable for the next member to borrow.
8. As an adult it is your responsibility to supervise your child/children with our toys, both in the toy library and at home.

9. Staff and volunteers are not responsible for supervising children attending the toy library sessions. Children must be supervised at all times.
10. When attending the Toy Library, please sign the sheet on the reception desk indicating the number of children attending. This is for Health and Safety reasons
11. There is no smoking on the site, including the school grounds.
12. Any personal information collected regarding membership will be held on a secure data base for monitoring purposes.
13. Please adhere to the code of conduct (attached). We will not tolerate anti social behaviour, swearing, racist language or bullying.

Galley Hill Toy Library is bound to adhere to the Hertfordshire Safeguarding Children's Board Policy. All staff members have had an enhanced CRB check.

The Toy Library would like to ensure a good service to the community, and ask that all members follow these terms and conditions.

Please feel free to let us know any opinions and suggestions you may have for this service.

Terri Burfield

Children's Centre Manager

Jane Howard

Children's Centre Worker

