

5.3 SCHEME LIBRARY

Policy

Mackay Family Day Care Scheme is committed to providing Educators with access to a range of toys and resources which assist in providing children with a variety of activities and maintaining a high level of quality care.

Procedures

1. All items in the library remain the property of the Mackay Family Day Care Scheme.
2. There is no limit to the number of toys, sets or books an Educator may borrow.
3. Toys, sets and books may be borrowed for up to six months. If additional time is required, staff must be notified.
4. Equipment is available for use by all educators, however in the event that there is insufficient equipment available to meet demand, priority will be given to educators who have been operating for less than 6 months.
5. If there is sufficient stock, educators may borrow up to two (2) child restraints. Any educator who has currently borrowed more than two (2) child restraints may be asked to return these for use by educators who have borrowed fewer than two (2) child restraints.
6. All items borrowed should be checked by the Educator to ensure they are clean, in good condition and complete, prior to taking them home.
7. All items must be returned to the library clean, in good condition and complete.
8. Loss or damage to toys or equipment which occurs whilst the item is in the possession of the Educator must be reported to staff.
9. Library items cannot be passed on to or swapped with other Educators unless staff are notified in writing.
10. Co-ordination Unit staff will carry out an audit of equipment, toys and books at least every 12 months.

Date Implemented	Review Date	Date Updated	Source
2010 May	2011 November 2015 April 2016 October 2019 October 2021 February	2013 November 2016 October 2018 April 2019 August	N/A