

## **INFORMATION BOOKLET 2012**

Issue 1.1



VERMONT SOUTH COMMUNITY HOUSE INC.  
KAROBRAN DRIVE, VERMONT SOUTH 3133  
ABN 60 776 754 115 ARBN A 0004301Z

email address: [toylibrary@vsch.org.au](mailto:toylibrary@vsch.org.au)

website: [www.vsch.org.au](http://www.vsch.org.au)

Ph: (03) 9803 2335

Ph/Fax: (03) 9802 8202

Office hours Monday to Friday 9am - 4pm

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# INTRODUCTION



The Toy Library is a not for profit community service that operates as part of Vermont South Community House and is also a member of Toy Libraries Victoria Inc.

We are committed to providing access to a wide range of good quality toys suitable for children from 9 months to 6 years old. Our toy range includes:

- an extensive holding of educational games and puzzles
- large toys such as trikes, scooters, ride-ons, slides, rollercoaster
- dress-ups
- manipulative toys in all shapes and sizes
- Fisher Price, Little Tikes, and Duplo play sets to encourage imaginative play
- 2 Party Packs available for hire – one for 2 to 4 year-olds and the other for 4 to 6 year-olds

The benefits to you of joining the Toy Library include:

- Our toys are regularly updated
- Access to toys that would be too expensive for you to buy
- Our range includes toys that are often not even available in retail stores
- The ability to regularly change toys so your children can have different play experiences
- The opportunity to play with puzzles and games together with your children
- The chance to meet other parents in the area

At all times, the toys remain the property of Vermont South Community House Inc.; the Toy Library operates as a toy loan service.

A Committee of volunteer members manages the Toy Library. The Committee is responsible for the general operations of the Toy Library as well as for maintaining, updating and classifying toys. Monthly meetings are held to discuss pertinent matters. We are always looking for new Committee members with fresh ideas and enthusiasm. If you would like to join the Committee, please feel free to discuss this with any Committee member. You can set your own level of involvement.

Toy Library funds are derived from members' subscriptions. A percentage of subscriptions goes to Vermont South Community House to assist with utility usage and administrative costs. The remainder of funds goes towards the purchase of new toys, maintaining or upgrading storage and equipment and general running costs. In addition, supplementary fundraising is absolutely vital to cover the cost of running the Toy Library.

## MEMBERSHIP FEES

Membership is annual from the date of joining. You may select from the following membership levels to suit your budget, toy requirements, and schedule:

Membership Level	Annual Membership Charge <sup>Note 1</sup>	Annual Concession Membership Charge <sup>Note 2</sup>	Borrowing Entitlement per 2-week borrowing period	Duty Requirement
Yellow	\$50	\$25	3 toys + 1 puzzle <sup>Note 3</sup> & Note 4	One 2-hour duty per term during a borrowing session
Orange	\$60	Available on yellow membership only	4 toys + 1 puzzle <sup>Note 3</sup> & Note 5	One 2-hour duty per term during a borrowing session
Purple	\$75	Available on yellow membership only	3 toys + 1 puzzle <sup>Note 3</sup> & Note 4	No requirement <sup>Note 6</sup>
Red	\$85	Available on yellow membership only	4 toys + 1 puzzle <sup>Note 3</sup> & Note 5	No requirement <sup>Note 6</sup>

### Notes:

1. Membership fees are non-refundable and non transferable and are a rate per family NOT per child. Membership fees are payable annually in advance on the anniversary of your joining date, i.e. if you joined the Toy Library on 1 July 2010, then – regardless of any increase in fees – your renewal is not payable until 1 July 2011.
2. The concession membership rate is for members with valid concession cards (Pensioner/senior/carer concession card, Australian Government issued health care card, Veterans' Affairs "gold" card).
3. A puzzle is defined as a toy in category G (games) or J (jigsaws), with a green or yellow spot on the hanging bag.
4. The total of 4 items that Yellow and Purple members are entitled to borrow may consist of up to 4 games/puzzles, but no more than 3 toys.
5. The total of 5 items that Orange and Red members are entitled to borrow may consist of up to 5 games/puzzles, but no more than 4 toys.
6. The no duty requirement option is offered for families who are unable to help out during any of our open session times for whatever reason.

## FUNDRAISING BOND

Fundraising & publicity is essential for the financial viability of the Toy Library. Membership fees only cover running costs and minimal toy purchases; the majority of toy purchases are funded through grants and fundraising initiatives. We hold various fundraising & publicity events each year, e.g. a Bunnings BBQ and the Whitehorse Spring Festival (in October).

We also organise working bees to maintain the toys & facilities and we conduct our annual stocktake in the winter holidays.

The time needed for these events requires the participation of all members. Hence, as an incentive, all members must pay a \$30 Fundraising Bond together with their membership fee. The Fundraising Bond operates as follows:

- Each member family is required to provide at least 2 hours of their time to any of these events during their annual membership period in order to be eligible to have their Fundraising Bond refunded.
- We will always provide ample notice of these events and ask you to select a time that is suitable for you to help. If you are unable to help during any of these events, you may be able to provide some other help to fulfill your fundraising obligations. This can be discussed and agreed with the Committee on a case by case basis.
- The Bond is payable with your membership and is refunded to you once you have fulfilled the fundraising obligations in a membership year. If you do not fulfill your fundraising obligations in the membership year, your Fundraising Bond will be retained by the Toy Library and you will be required to pay another Bond with your next membership renewal.
- Whilst we encourage Concession Card holders to pay their Fundraising Bond in full, they have the option of paying in 3 installments of \$10 per month.

# DUTY



Members with Yellow or Orange membership will be rostered for duty once per term, on an agreed date on either a Saturday or Monday. Duty commences for set-up at 9:15am on Saturdays and 9.30am on Mondays and finishes between 11:15 and 11:30am. You will be reminded about your duty both via email and phone call a few days before your rostered date.

Whilst on duty you will be required to:

- Assist in setting up the room – removing toys from the cupboards.
- Receive toys being returned – counting to ensure all the pieces are there and that the toys are in good condition. If you have any queries regarding toys that are being returned speak to the Committee member on duty.
- Pack away toys after the Toy Library closes.

On your duty day you are allowed to borrow **one extra toy**. While on duty, if you see any toys being returned that you wish to borrow, you may set them aside.

Monday duty members are also offered the opportunity to place their children in the Community House Crèche whilst on duty, by prior arrangement. This service is provided free of charge and is limited to 2 spaces shared amongst all those on duty. You must complete the relevant registration forms with the Community House before your child can be left at the service. Also please familiarise yourself with the requirements e.g. to provide food and spare clothing for your child.

If you are unable to do duty on your rostered day, please advise the Rosters Organiser as soon as possible to arrange a swap. A Charge applies (see below) if less than 24 hours notice is given of non-attendance, as this inconveniences the other on-duty members. Also, if your child is rostered on at the crèche that day, please also notify the Community House directly on 9803 2335 so that they can re-allocate the place.

**Members who do not turn up for their rostered duty will be charged \$10 for the first duty missed, \$20 for the second duty missed, and \$30 for the third duty missed, in any calendar year. Exceptional circumstances will be referred to the Committee for decision.**

The co-operation of members in attending their rostered duty is essential to ensure the smooth operation of the Toy Library.

# MEMBERSHIP CARDS AND BARCODING

All members are issued with a membership card containing their unique barcode upon joining the Toy Library. This card that must be presented for scanning upon borrowing. Lost cards can be re-issued for a \$2 fee.

All toys are also barcoded to enable them to be scanned when they are borrowed.

In future we hope to introduce a self-borrowing system, similar to that run by some book libraries. Each member will be able to scan their membership card and their own toys when borrowing them.

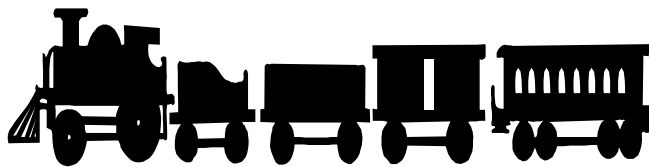


## BORROWING

Toys may be borrowed for a maximum of two weeks, but we encourage you to change items over weekly if you can so that children can play with a greater variety of toys and the toys themselves can be enjoyed by a greater number of families each year.

**A penalty fee of \$1 per toy per week will be incurred if toys are held for longer than two weeks.**

If, due to special circumstances, you are unable to come when your toys are due, you should contact the Community House during office hours on 9803 2335 to let us know that they will be late – this is the best way to avoid overdue fees.



## CHOOSING TOYS

When choosing toys with your child, please keep in mind your child's capabilities and consider the age recommendations and warning labels on the items. Parents are responsible for their children while choosing toys in the Toy Library. As far as possible, it is safer if children are not inside the main cupboard.

Please ensure that children are adequately supervised when playing with toys, especially when younger children are present – keep their safety in mind. Borrowed items and their appropriate usage are your responsibility until they are returned to the Toy Library. Please note the bags are not toys and should be stored out of reach of children.

# TOY CLASSIFICATIONS

The toys are classified and shelved as follows:

**A. Activity:**

push & pull alongs, ride ons, gross motor equipment

**B. Baby:**

mobiles, cot & pram toys, first handling toys, activity centres, rattles, first toys for crawlers

**C. Co- ordination:**

first posting toys; instant reward toys; stacking toys; fitting together toys; bath toys; hammering, screwing and turning toys; duplo; block sets; building-specific objects; marble runs; unstructured sets; lacing and threading toys

**D. Discrimination:**

matching, sorting and grading toys; shape toys; letter and number play

**E. Expression:**

dress ups; puppet theatres; domestic role play; workshops; gardening tools; sand and water play; animals, farms, zoos and dinosaurs; garages; vehicles, trains, and aircraft; other imaginative play sets

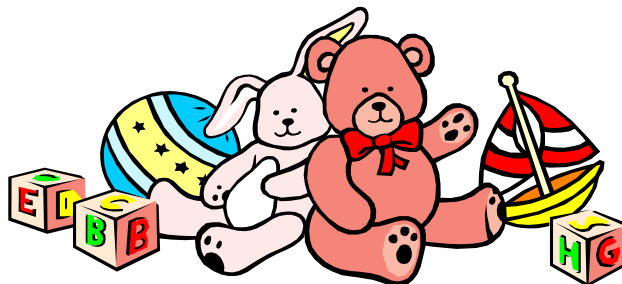
**F. Fun:**

musical instruments, musical wind up toys, scientific toys

**G. Games:**

board games, indoor and outdoor games

**J. Jigsaws**

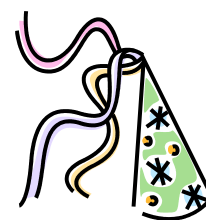


# PARTY PACKS

## Party Pack for Ages 2 to 4

This Party Pack consists of:

- Medium sized Parachute
- Up and Down Roller Coaster
- Tunnel
- Large Slide
- Climbing Gym and Slide
- 2 x All Terrain Vehicles
- Police Car
- Fire Engine



Because it consists of large items, it will require a wagon or trailer for transport.

The cost:

- Current members: \$30 with a refundable bond of \$100.
- Non-members: \$50 with a refundable bond of \$100.

**Call the Community House on 9803 2335 to make a booking.**

## Party Pack for Ages 4 to 6

This Party Pack consists of:

- a bubble machine which holds 800ml of bubble mixture
- jumping bags
- hoops
- egg and spoon race
- move your body dice game
- toss and play activity set
- twister game.



The cost:

- Current members: \$20 with a refundable bond of \$60
- Non-members: \$30 with a refundable bond of \$60.

The bubble machine requires 4 x "AA" batteries, which you will need to supply. You will need to supply your own bubble mixture.

This party pack is suitable for transport in a car boot or back seat.

**Call the Community House on 9803 2335 to make a booking.**

All toys must be returned clean after use.

## CLEANING

As a courtesy to all fellow members, we ask that you clean toys as necessary prior to their return. Please use warm soapy water. This particularly applies to dress-ups and baby toys. Members attempting to return an item in a state that would be unacceptable for another member to borrow will be required to renew their loan of the item in order to clean it.



## MISSING PIECES



With toys being borrowed by so many different families, we understand that there may be some missing pieces along the way. Our objective, with our members' help, is to keep this to a minimum so that the toys retain their play value by ensuring critical pieces are not lost.

Members are advised to **check toys prior to borrowing to ensure that all of the pieces are accounted for.** Toys that are in circulation with a piece or pieces missing should have this detailed on a Missing Pieces card that is stored behind their label or on their container. If there are missing pieces but no card, please notify the Committee member on duty. If you do not count the toy pieces prior to borrowing, it is essential that you count the pieces at home before allowing your child/ren to play with the toy. If you then discover that a piece or pieces are missing, you must report it by phoning the Community House on 9803 2335 (9am - 4pm Mon-Fri) within 2 days of the borrowing i.e. Saturday borrowing must be reported on Monday; Monday borrowing by Wednesday. Otherwise, when you return the toy, you will be held responsible for losing the piece(s).

**Members are charged \$2 per missing piece, which is refunded when pieces are returned. (Charges also apply to missing toy bags, containers, and elastic clips.)** If, by the toy's due date, you are unable to find all of the pieces, you will be required to renew your loan of the toy to allow further time to search for the piece. If, by the next due date, you are still unable to find the missing piece/s, you may return the toy and pay the fine. We ask, however, that you continue to search for the piece. **Should the missing piece not be returned within 3 months, you may be asked to pay for a replacement piece or toy.** If a member has 5 pieces missing at any one time the matter will be discussed by the Committee.

## DAMAGED TOYS

Damage is dealt with in a similar way to missing pieces: damage to a toy or one of its pieces – including damage that has rendered a piece unsafe/unusable, requiring its removal from the toy – is recorded on a Damage Card. If, when you borrow a toy, you notice any damage that has not been recorded on a Damage Card, please notify the Committee member on duty so that you will not be held responsible for it. If you only notice the damage when you take the toy home, then as with missing pieces, this must be reported within 2 days of borrowing to the Community House on 9803 2335 (9am - 4pm Monday to Friday).

If a toy is damaged whilst in your possession, this damage must be reported when the toy is returned. The Committee will assess whether the damage is a case of “wear and tear” or misuse. **Toys, bags, or containers that have been damaged through misuse may incur a replacement fee as determined by the Committee.** Please do not attempt to repair any damage before discussing it with a Committee member as the toy may not be able to be safely or adequately repaired.

Please advise a Committee member if you feel a toy is no longer safe or has reduced play value because of missing pieces or damage.

## MISSING PIECES POLICY FOR PUZZLES AND GAMES



The nature of a puzzle or game is that if a piece is missing, the play value of the toy is significantly diminished. Therefore, for the benefit of all members and to assist us in ensuring that pieces are found as soon as possible and matched back to the toy, we ask that you keep hold of games or puzzles with missing pieces until you can find them. Our policy is:

- **Puzzles/Games cannot be returned if they are missing a piece. If you are unable to find the missing piece within 2 months, you will be asked to pay the replacement cost for the entire puzzle/game, as determined by the Committee. This cost will also depend on the age and condition of the puzzle/game.**

# COMMUNICATIONS

The Toy Library Committee publishes a newsletter every term (4 per year) with important information about what is going on with your Toy Library. This is emailed to members at the beginning of each term. For those who require them, hard copies will be available at the borrowing desk. From time to time, we will also contact members with pertinent information or notices. To keep communication channels open, please advise the Committee member on duty of changes to your address, email, or phone number.



## BIRTHDAY BONUS

Children receive a birthday card from the Toy Library with a Birthday Bonus card included – this will allow you to borrow one extra toy at any time.



## 2012 OPENING HOURS



As a rule, the Toy Library is open on **Mondays 10am to 11am** and **Saturdays 9.30am to 11am** during school term times (plus the 1st Saturday in the Term 1, 2, and 3 holidays), except for the week prior to, and the week following, the Christmas Holidays. On long weekends (i.e. when there is a public holiday on a Monday, as well as the weekend prior to Cup Day), the Toy Library is closed on both

the Saturday and the Monday.

Although there are no borrowing sessions during the school holidays, toys may remain on loan over these periods with certain exceptions and conditions during the summer and winter holidays:

- In the final borrowing sessions prior to the summer and winter holidays, all toys must first be returned before any borrowing can take place.
- Borrowing is allowed over the summer holidays for a flat fee of \$5. However, because there is a greater risk of losing pieces from toys with small and/or many pieces during this extended period, borrowing for each family is restricted to up to 3 large toys – defined as toys with less than 10 pieces and with no figurines or similar small pieces.
- Because we conduct the stocktake on the first weekend of the winter holidays, only large toys may be borrowed at this time.

On the following page is a list of the Mondays and Saturdays when the Toy Library is open, as well as the holiday periods during which it is closed:



## TERM 1

OPEN on the following days:

- **Mondays:** Feb 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>; March 5<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>.
- **Saturdays:** Feb 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>; March 3<sup>rd</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>.

CLOSED during the following holiday periods:

- **Labour Day Weekend:** Saturday 10<sup>th</sup> & Monday 12<sup>th</sup> March.
- **School Holidays:** April 1<sup>st</sup> to 15<sup>th</sup>.

## TERM 2

OPEN on the following days:

- **Mondays:** April 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>, May 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>; June 4<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>.
- **Saturdays:** April 21<sup>st</sup>; 28<sup>th</sup>; May 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>; June 2<sup>nd</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>.

***N.B. ALL TOYS must be returned by Saturday June 30<sup>th</sup> for the Stocktake, but large toys may then be borrowed for the holiday period.***

CLOSED during the following holiday periods:

- **Queen's Birthday Weekend:** Saturday 9<sup>th</sup> & Monday 11<sup>th</sup> June.
- **School Holidays:** July 1<sup>st</sup> to 15<sup>th</sup>.

## TERM 3

OPEN on the following days:

- **Mondays:** July 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>; Aug 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>; Sept 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>.
- **Saturdays:** July 21<sup>st</sup>, 28<sup>th</sup>; Aug 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>; Sept 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>.

CLOSED during the following holiday period:

- **School Holidays:** Sept 23<sup>rd</sup> to Oct 7<sup>th</sup>.

## TERM 4

OPEN on the following days:

- **Mondays:** Oct 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, 29<sup>th</sup>; Nov 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>; Dec 3<sup>rd</sup>, 10<sup>th</sup>.
- **Saturdays:** Oct 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>; Nov 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>; Dec 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>.

***N.B. ALL TOYS must be returned by Saturday Dec 15<sup>th</sup> but, for a \$5 fee, up to 3 large toys may then be borrowed for the holiday period.***

CLOSED during the following holiday periods:

- **The weekend prior to Melbourne Cup Day:** Saturday 3<sup>rd</sup> & Monday 5<sup>th</sup> Nov.
- **The week prior to Christmas Holidays** – Dec 16<sup>th</sup> until the 2013 re-opening date of **Monday Feb 4<sup>th</sup>**.

## 2012 COMMITTEE MEMBERS

<b>Lindy Merry</b>	Rosters Co-ordinator & Memberships Officer
<b>Karyn Lu</b>	Treasurer & Newsletters
<b>Erin Oxlee</b>	Birthday Bonus & Missing Pieces/Overdue Borrowing
<b>Cara Fowler</b>	Co-Purchasing Officer
<b>Helen Knoops</b>	Co-Purchasing Officer
<b>Belinda Iudiciani</b>	Paid Saturday Co-ordinator

## IMPORTANT PHONE NUMBERS

<b>If you want to:</b>	<b>Contact:</b>	<b>Phone Number &amp; Email Address:</b>
Report a missing/damaged piece	Vermont South Community House	9803 2335 (9am - 4pm, Mon - Fri) <a href="mailto:toylibrary@vsch.org.au">toylibrary@vsch.org.au</a>
Hire a Party Pack	Vermont South Community House	9803 2335 (9am - 4pm, Mon - Fri)
Discuss duty rosters	Lindy Merry	9877 8427 <a href="mailto:toylibrary@vsch.org.au">toylibrary@vsch.org.au</a>
Volunteer to help	Lindy Merry	9877 8427 <a href="mailto:lindymerry@yahoo.com.au">lindymerry@yahoo.com.au</a>
Make a general enquiry	Vermont South Community House	9803 2335 (9am - 4pm, Mon - Fri) <a href="mailto:toylibrary@vsch.org.au">toylibrary@vsch.org.au</a>