

# Warwick Toy Library



## Members Pack

Warwick Nursery School

Coventry Road  
Warwick  
CV34 4LJ

Tel: 01926 492701  
[admin1022@welearn365.com](mailto:admin1022@welearn365.com)

[www.warwicktoylibrary.org](http://www.warwicktoylibrary.org)



# What is the Toy Library?

The Toy Library at Warwick Nursery School is a community service where children, their families and carers can borrow up to 3 toys at any one time and take them home for up to 2 weeks before returning them. The toys are suitable for babies and children up to 5 years and the different kinds of toys will support the children's learning and development.

It is a non-profit making service.

Families need to become members to use the Toy Library.

It is open by appointment only on Fridays during term time from 1.00 pm–2.35pm



## How do I become a member?

Membership lasts for a school year (1st September to 31st July)

A membership form will need to be completed, payment made and membership card with your username received before toys are able to be borrowed.

Membership forms can be downloaded from the Toy Library website ([www.warwicktoylibrary.org](http://www.warwicktoylibrary.org))

or Warwick Nursery School website ([www.warwicknurseryschool.org](http://www.warwicknurseryschool.org))

Forms and payment can be given to Warwick Nursery School reception staff at any time during nursery school open hours (Mon—Fri 8.45am–3.30pm during term time) Please ring the bell and wait outside the nursery until a member of staff comes out to collect your forms and payment.

## What costs are involved?

The annual membership is £12.00. This entitles you to borrow toys free of charge during term time, though some toys may incur a small charge for loan, payable on collection of toy, please see catalogue for additional cost information.

Membership fees are due at time of joining and need to be renewed annually.

Families in receipt of benefits will be exempt from this fee when evidence is provided.

Termly membership of £5.00 available on request. Membership bought in July will roll over to the following August! Membership **MUST** be renewed every July or September.



## How do I borrow toys?

When you have received your membership card and confirmation email you are now ready to log in and start ordering from our online catalogue on the Toy Library website-**[www.warwicktoylibrary.org](http://www.warwicktoylibrary.org)**

Toys must be ordered by 12 midday on a Wednesday for collection on the following Friday by appointment only between 1.00pm and 2.35pm. Borrowed toys must be brought back no later than 2 weeks after collection.

**If you are not able to collect or return toys in your booked time slot, please contact us on Tel: 01926 492701 or email: [admin1022@welearn365.com](mailto:admin1022@welearn365.com) to arrange a different time.**

Our Terms of Membership must be adhered to at all times.

## Volunteers

*We are always looking for volunteers to join our Toy Library team. Volunteers have an important part to play in our Toy Library and we welcome volunteers with a range of skills and experience.*

*Training will be given. If you are interested in helping us, even if it is only for a couple of hours a week, please tick the box on the membership form or contact us:*

*on 01926 492701*

*or email: [admin1022@welearn365.com](mailto:admin1022@welearn365.com)*



**Warwick Toy Library**  
[warwicktoylibrary.org](http://warwicktoylibrary.org)



# Warwick Toy Library

## Terms of membership and toy hire—page 1

The Toy Library is open to all residents of Warwickshire including childcare providers and children's groups.

Anyone wishing to borrow toys **MUST** be a **MEMBER** of the Toy Library. To become a member, simply download the membership form from our website or collect one from Nursery School.

Toy Library membership is valid for one year. Memberships run from September to July (School year). Termly membership may be available on request.

Membership **MUST** be renewed every July or September.

Current membership charges are displayed on the membership form. Membership fees are due at time of joining and include toy hire, though some larger toys may incur an additional charge for loan, payable on collection of toy, please see website for additional cost information.

Families in receipt of benefits will be exempt from this fee when evidence provided.

Any toys ordered after 12 midday on a Wednesday will not be available until the Friday the following week.

**If you are not able to collect or return toys in your booked time slot, please contact us on Tel:01926 492701 or email:admin1022@welearn365.com to arrange a different time.**

Any toy returned late, when we have not been contacted, will be subject to an overdue fee of £1.00 per week.

There is a limit of 3 toys per family being borrowed at any one time.

Toys and equipment are available for loan for a period of up to 2 weeks. Library members are responsible for all items borrowed from the library. All items remain the property of Warwick Toy Library and must not be sold or rehired. Items must be returned in the same condition as they were borrowed. All toys borrowed from the Toy Library must be treated with care and respect, and returned to the Toy Library clean and in good condition. A member of staff must be notified regarding any breakages, items in need of repair or missing items.

Children must be supervised by a responsible parent/carers at all times whilst visiting the Toy Library.





# Warwick Toy Library

## Terms of membership and toy hire – page 2

Toys are checked and cleaned on returned from hire. However please note that if you or your child/ren have an allergy of any kind, the Toy Library cannot be held responsible for any cross contamination that may occur and may cause an allergic reaction through use of toy/s hired.

Where an item is returned broken, incomplete, or not returned, the toy library reserves the right to make a charge. The Toy library insurance does not cover breakage, loss or theft of an item once removed from the Toy Library under loan by a member.

Any toy lost, or broken beyond repair, will be charged to the borrower at its acquisition cost.

For toys that need batteries– batteries must be provided by the user. Renewal of items is at our discretion depending on demand for the item in question.

Failure to pay for fines, fees and replacement charges will result in suspension of membership and may lead to prosecution.

All information supplied by you will be treated confidentially and maintained in accordance with Warwick Nursery School's policies in accordance with the provisions of the Data Protection Act 2018. This information will be held and used by the toy library for administration purposes only. We will not share your personal information with any third party, except with your explicit permission or as required to do so by law.

Warwick Toy Library does not accept liability for damage or injury to person/s and or property whilst equipment/toy/s are on loan. It is your responsibility to ensure that the toy you choose to hire is suitable for the age of the child for whom it is intended. Children must be supervised whilst using equipment / toys hired from the Toy Library.

Toys hired out on your membership are for your use only.

Our Toy Library Safety Policy must be followed by all users, to ensure you have fun and enjoyment with our toys in a safe and secure way.

You must inform the Toy Library immediately if your membership card is lost or stolen as you are responsible for any toy hired out on it.

Members of the library will be expected to abide by these Terms and will be reminded of these as necessary. Acceptance of these Terms is a condition of membership.



# Warwick Toy Library

## Terms of membership and toy hire – page 3

Should these terms not be adhered to, the Toy Library reserves the right to terminate your membership at any time. No refund of membership fees will be due. Any outstanding monies due will become immediately payable.

The Toy Library reserves the right to vary the Terms without prior notice. Members will be notified of any changes.

This is an annual agreement. Payment of renewal membership fees implies acceptance of these terms for an additional 12 months.

Any complaints about the Toy Library service can be sent, in writing, to:  
The Headteacher, Warwick Nursery School, Coventry Road, Warwick, CV34 4LJ



# Toy Library Safety



**We aim to offer a wide variety of toys for you to borrow and use with your children at home that are not only stimulating and educational but lots of fun too. There are however, some points to remember when using the toys:**

Our catalogue will tell you what age of child the toy is suitable for. You must only use a toy suitable for your child's age, as some toys contain small pieces, which are unsafe for younger children, so to avoid harmful situations e.g. choking, please take notice of the age recommendations.

Adult supervision is always recommended when using our toys, even though the toys are designed for children to be able to use independently. Adult stimulation and interaction is a great opportunity to share time together and always more fun.

If a toy has small pieces the adult must make sure the toy is not used inappropriately e.g. the child puts the small pieces in their mouth.

Upon returning a toy, we will check it to make sure it is complete, clean and free of odd pieces e.g. pieces that do not belong to it that may potentially be harmful to other children.

If a toy needs repairing, we will make sure it is safe to use before it is put for lending again.

If a toy becomes unsafe whilst in your care, please inform a member of staff on its return so that we can deal with it appropriately.

Please remember that the bags used for toys must not be left where children can misuse them. The bags should be put somewhere safe, away from any potentially harmful situation. It is part of your responsibility to ensure this.

We hope you enjoy using our toys and have lots of fun with them. Any suggestions about the Toy Library are welcome.





# COVID-19 Safety Measures



**Warwick Toy Library is offering its usual Click and Collect service by appointment only.**

## COVID-19 Precautions:

- Collection of toys is by pre-arranged appointment only. Please do not visit the Warwick Toy Library without an appointment.
- Quarantining and rigorous cleaning measures for returned toys will be in place, before they are reused, to reduce the risk of spreading COVID-19.
- Protect yourself and others from coronavirus. Please practice social distancing at all times and do not visit the Warwick Toy Library if you have any of the main symptoms of coronavirus.
- We've removed most soft toys from the Toy Library to reduce the risk of spreading COVID-19. Members will be able to see them in our catalogue but won't be able to borrow them until further notice.

## How to collect your order:

- Please ensure that you have **selected a date and time to collect** your toys while placing your order.
- **Make sure you arrive on time**, each collection has a designated 10-minute time slot, if you arrive before or after your time slot we might ask you to wait.
- Please **practice social distancing** at all times.
- **Ring the bell** outside of the nursery gates and wait for a member of staff to bring out your order. **DO NOT COME IN.**

## How to return toys:

- Bring your returns with you next time you are collecting an order.
- OR to arrange a drop-off time slot, please get in touch by email [admin1022@welearn365.com](mailto:admin1022@welearn365.com) or call 01926 492701