



LITTLE WONDERS



Toy Library Guide

A short guide to the where, how to access and responsibilities of using the toy library.



What is the Toy Library?

Part of Little Wonders eco friendly ethos is our collection of toys, books, craft supplies, to name a few. These are available for all current team members to access 24/7, use and take care of while working in positions for Little Wonders.

Little Wonders Toy Library aims to:

- Help reduce waste and the need to constantly purchase new supplies, games, etc.
- Allow you to plan a more exciting, engaging and fresh play experience with children with many resources at your finger tips.
- Save you time and funds sourcing supplies.

All team members are welcome to contribute to the supplies and/or suggest resources they'd like to see more of so Little Wonders can help source them!

You are also welcome to provide your own resources for the families you provide care for, however you will not be reimbursed for these costs. You can however claim the cost of resources as a personal business expense against your sole trader tax return annually.



Where is it?

Little Wonders Toy Library is located in Guardian Self Storage, Wilsonton, Toowoomba.

GUARDIAN SELF STORAGE
522 Boundary St,
Wilsonton QLD 4350



IMPORTANT: You MUST enter the code at the entry gate.
-do not drive in after someone or the alarm will be set off-
The Alarm Fee is \$250.00 and will be charged to you.



Entry Instructions



- Drive up to the entry gate
- Key in the Code given to you by Little Wonders Management -this turns off the alarm to the Toy Library - Do not drive in after someone.
- PLEASE NOTE: THE ACCESS CODES FOR THE GATE IS CHANGED EVERY 3 MONTHS
- Park in a parking spot closest to corridor No.1
- Walk down Corridor 1
- Storage Space 09 (Look for a large Little Wonders Magnet on the door)
- Move the threads of the padlock to match Padlock Code : from the left
- Lights- HALLWAY lights are the orange buttons, they are on a timer
- simply press to activate the lights again.

INTERIOR lights remain on until you turn them off and are located left of the doorway. Please turn light on on departure.

- Storage space is 24-hour access
- Always park inside the gates (even if the pedestrian gate is open. This ensures you won't be stuck walking around the whole building if admin is closed.
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TIP: THE PADLOCK & PASSCODES CHANGE EVERY 3 MONTHS FOR SECURITY PURPOSES.
YOU WILL BE NOTIFIED WHEN THIS CHANGE OCCURS





Conditions of Entry

All team members who use the Toy Library agree to the following responsibilities:

- Sign In/Out - please ensure to sign in when you enter & exit the toy library.
- Hand Wash & Toilet - A sink can be found near the toilets across the central parking area.
- Items and supplies are to be returned cleaned and sanitized (hot soapy water or the sanitiser provided in the Toy Library).
- Items are to be returned to their original location within the storage space.
- USE the step ladder for anything above chest height.
- Always use safe lifting procedure's for all movements on site.
- Rubbish bins are to be emptied on departure. Do not put perishables in the bins.
- Cushions, teepee's, rugs and ottomans are reserved for wedding and function use only.
- Each team member must ensure the toy library is kept tidy, organised and clean. A cleaning and return fee from \$38.20+GST will be charged to you if the library is found to be damaged or untidy after your departure (security camers are onsite)
- Team members are responsible for sanitising and returning all items in an unbroken, clean condition.
- The toy library gets a deep clean every 3 months.
- Fridges are for storage of sensory supplies and filtered water only.
- No children, or unauthorised adults (such as friends or family) are permitted access to this storage facility - including if they are just sitting in the car with you.

PLEASE NOTE: If an item is broken or missing pieces - please complete "Damaged Item Report" - paper copies are located in the pigeon hole shelf & your Team Resources Guide



Borrowing from the Library

Resources within the toy Library are organised in 8 categories:

Books & Team Resources (ORANGE)

Craft & Activities (YELLOW)

Sciences & Sensory (BLUE)

Outdoors & Sports (GREEN)

Toys & Games (PINK)

Cleaning Products & First Aid (RED)

FUNCTIONS ONLY (SILVER)

Miscellaneous & ADMIN (PURPLE)

You will notice most items are colour coded with stickers to match each category - this will help you when returning items you borrow to the toy library each time.

Please ensure to sanitise and wipe down all toys and supplies when you return them. Resources and utensils (such as brushes, pots & bowls) should be clean and free from glue/paint/residue upon return.

If you are unsure where an item needs to be returned to please take a photo and email admin@littlewondersaustralia.com with email topic as TOY LIBRARY RETURN HELP- and detail what you need support with.
(please allow for a response time 24-72hrs)



What to borrow & how much

Deciding how much to borrow for each booking is entirely up to you , however the more the Toy Library is used - the more likely we are to build and grow it as a resource for you!

There is no limit to how much you can borrow as we want you to feel comfortable knowing you can plan and provide as much fun as possible!

Children are welcome to keep the crafty or slimy creations they make, however all toys (excluding items such as balloons, party favours etc.) are to be returned to the Toy Library so others can make use of the resources too.

There is always more resources than you realise - so we encourage you to spend at least 10-20 minutes getting to know the resources hiding in drawers and containers every now and then!





Borrow Bags & Suitcases

It's important to store the resources you borrow in preparation for two things - safe transit and easy access on the job.

It is important to note items stored freely in your car can become a safety hazard when driving and liquids can spill, causing damage to other resources or your vehicle. We recommend storing supplies in your boot or in secure boxes with lids or a suit case,

For bookings 3 or more hours, you are welcome to borrow our Green Borrow Suitcase located in the toy library (photos below). Using a suitcase is great option for bookings where you might be in a hotel or where stairs are involved.

You can also choose to provide your own storage options such as your own suitcase, borrow box or bags. We are still exploring options of adding more borrow boxes to the library.





The Toy Trolley

It's totally normal if you've found you have more than your arms can carry .

Please make use of our Toy Trolley to transport resources to and from your car.

Please ensure to return this to the Toy Library each time.

The Toy Trolley is only authorised to leave the Toy Library for large group bookings and functions.





Donate

We are always adding new resources to our library and you can help us too! If you or one of your families has a resource that you would like to contribute to the Toy Library you can donate it by leaving it on the red table (or red basket for small items) in the Toy Library.

Restock or Add

Is the Toy Library running low on a certain something - or you have an idea for a resource to add? Please let us know by emailing admin@littlewondersaustralia.com



Exit Instructions



Do not go back the way you entered the storage facility. You must proceed toward the exit gate at the back of the storage complex.

- Drive up to the exit gate.
- Key in Code " *passcode# " -this turns the Toy Library alarm back on.
- Exit the complex at the rear.
- Follow driveway back around the complex onto Boundary st.

