

REGISTERED CHILD CARE PROVIDER BORROWING CONTRACT

This contract is between:

Name of child care provider (**please print**)

Name of Child Care Centre (**please print**)

and the Victoria Child Care Resource and Referral program, dated ____ / ____ / ____.
mm dd yy

The registered child care provider agrees to take sole responsibility for each and every item borrowed from the Resource Library.

The registered child care provider shall return the resources in the condition in which they were lent.

The registered child care provider agrees to replace any items that are lost or broken.

The registered child care provider has read and understood the ‘Guidelines for the Use of Provocation Boxes & Resource Library’ (*second page of this document*)

As a child care provider or community partner who chooses to borrow equipment and resources from the VCCRR, I agree to adhere to this disclaimer by reading and signing the document relieving VCCRR from all liability.

“I hereby assume complete and full responsibility for any and all injuries to any person or persons, which result in whole or in part from using toys, equipment, or materials from the Victoria Child Care Resource & Referral Lending Library. I hereby release the Victoria Child Care Resource and Referral Program from any and all responsibility in respect to any injuries so sustained from the use of these items.”

Manager’s Signature

Staff Signature

VCCRR Program Representative

Staff email address (if applicable)

Please add my name to the Victoria CCRR Community Partner database to receive emails about learning opportunities and the CCRR seasonal newsletters.

Signature

Victoria Child Care Resource and Referral

GUIDELINES FOR THE USE OF THE VICTORIA CCRR RESOURCES

Provocation Boxes, Felt Stories, Book Bags, Big Book Sets, Add On Equipment, etc.:

- Resources are provided for a one-month loan period.
- The Victoria CCRR is open from 8:00 am to noon on Saturday, for your borrowing convenience. You are welcome to access the Resource Library at any other time the Victoria CCRR program is open. *Please phone ahead to ensure a staff member is available to assist you.*
- As soon as you get the item(s) to your child care facility or home, check the contents against the inventory list. If there are any broken or missing items, please contact the CCRR office within **24 hours**. After this time you will assume responsibility for the broken or lost item(s).
- You are responsible to replace any broken or lost items. If you are unable to do so in a timely manner, the CCRR will replace the item at a \$25.00 administrative fee, in addition to the cost of the item.
- Resources are intended to be used with adult supervision and with the ages of children for which they were designed. Many of the boxes contain activities with small pieces.
- Please ensure enough time at the end of your borrowing period to clean, inventory, and organize the items in their appropriate place. This really helps us at the CCRR to keep things moving smoothly for everyone borrowing!