

**PARENT /GUARDIAN BORROWING CONTRACT**

This contract is between:

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*Name of parent/guardian (please print)*

And the  
Victoria Child Care Resource and Referral (VCCRR) program dated \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
dd mm yy

The registered parent/guardian agrees to take sole responsibility for every item borrowed from the Resource Library.

The registered parent/guardian shall return the resources in the condition in which they were lent.

The registered parent/guardian agrees to replace any items that are lost or broken.

The registered parent/guardian has read and understood the 'Guidelines for the Use of the Victoria CCRR Resources' (*second page of this document*)

As a parent/guardian 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."***

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Parent/Guardian's Signature

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Parent/Guardian's Phone Number

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VCCRR Representative

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Parent/Guardian's Email

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Parent / Guardian's Address

## Victoria Child Care Resource and Referral

### GUIDELINES FOR THE USE OF THE VICTORIA CCRR RESOURCES

- Resources are provided for a one-month loan period.
- To arrange a date to drop off or pick up, request curb-side service, or return resources, please call the office at 250-382-7000, or email [erin@childcarevictoria.ca](mailto:erin@childcarevictoria.ca)
- As soon as you get the item(s) to your home, check the contents against the inventory list. If there are any broken or missing items, please contact the VCCRR 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 VCCRR to keep things moving smoothly for everyone borrowing!