

CPL's Resource and Toy Library Subscription Form

CPL's Resource and Toy Library offers an extensive collection of resources supported by information and advice for families, therapists and educators to extend experiences and learning goals for the educational development of children 0-8 years. This includes those children with developmental delays, different disabilities, and those from culturally and linguistically diverse or Indigenous backgrounds.

You will have access to experienced staff who will ask you to tell them your story and help you to navigate through which of the resources might best suit your group or child.

How Does It Work?

For Families: Families can benefit from accessing these valuable resources to support their child's growth and development. Many resources are presented in kits with additional notes so that parents can use the resources to maximise the benefit for their child.

For Educational Environments: Each year your group will include a variety of children with differing milestone development and needs. Some may have been formally diagnosed or they may present with a variety of challenges. Your subscriptions allows you to access specific educational resources developed to support the implementation of your curriculum e.g. EYLF, My Time Our Place or the Australian Curriculum and Queensland Kindergarten Guidelines.

Your Subscription

Your 12 month subscription will commence from the date that your application has been processed. We will invoice you when it is time to renew your subscription.

Once the administrative items are completed, we will contact you within 5 working days to initiate the advisory service to assess your needs and collate your first loan from CPL's Resource and Toy Library.

Resources may be borrowed for up to **6 weeks** with a possible extension of a further **4 weeks** unless the item is on reserve.

Subscription Form

Courier Deposit

You will be required to pay for a Courier Deposit if you would like your resources delivered. The courier delivery costs will differ depending on the location the resources are being sent to e.g. metro or rural. A Courier Deposit of \$100 is required (this is not part of your subscription costs).

You are required to pay to have resources delivered and sent back to CPL's Resource and Toy Library.

CPL's Resource and Toy Library has negotiated flat-rate courier fees to most destinations for door-to-door delivery. Talk to Staff to discuss your courier rate. CPL's Resource and Toy Library will invoice you when your Courier Deposit reaches a balance of \$50, with details of how to recharge the Courier Deposit back up to \$100.

If you cancel your subscription you will be returned any unspent monies from your Courier Deposit.

Accessing the Library

We encourage you to use our online library (www.cpl.org.au/library) to browse and reserve resources. You may search for particular titles or items or use a general search to display items under a particular category or key word.

Access to this service is provided through a Username and Password which is included in the Welcome Information Email you will receive on subscribing to the Resource Library.

You are welcome to come in to view our library by appointment at 50 Shottery Street, Yeronga QLD 4104.

Library Hours: Monday-Thursday, 9:00am to 4:00pm.

Under Workplace Health and Safety, no children are allowed in the library. There is a waiting area in the foyer, however, children need to be supervised by a parent/guardian.

Subscription Form

SUBSCRIPTION APPLICATION

CPL's Resource and Toy Library Subscriptions

Please tick your chosen subscription category

Up to 10 resources per loan at the cost of \$250 + \$25(GST) for 12 months

Up to 20 resources per loan at the cost of \$500 + \$50(GST) for 12 months

Subscriber Type

Please tick which applies to you

Family

Family Special Needs

Individual Educator

Student

Therapist

Kindergarten

Childcare Centre

OSHC, Vacation Care

School

Special School

Courier Delivery (See over for more details)

Please tick

Yes

No

Please fill out the following information

Primary Contact's Name:

Position:

Organisation:

Street Address:

Town/Suburb:

Email:

Billing contact (if different):

Billing email (if different):

Secondary Contact's Name:

Position:

How did you hear about us?

Work Ph:

Mobile:

Postcode, State:

Subscription Form

SUBSCRIPTION APPLICATION (continued)

CPL's Resource and Toy Library Responsibility Statement

I, _____ (printed name)

Of _____ (service/organisation name)

agree to comply with CPL's Resource and Toy Library Loans Policy and Procedures and will endeavour to look after the resources to the best of my ability.

Signed: _____ Date: / /

Position:

CPL's Resource and Toy Library Privacy Statement

CPL's Resource and Toy Library collects and administers a range of personal information for the purposes of providing services. CPL's Resource and Toy Library is bound by laws which impose specific obligations when it comes to handling information (Privacy Act 1988) CPL's Resource and Toy Library stores these details in a secure environment in Australia. We will not forward your information to any third party except for where we are legally bound to.

I have read and acknowledged the Privacy Statement.

CPL's Resource and Toy Library Loans Policy

I have read and understood CPL's Resource and Toy Library Loans Policy.

Payment Details

Visa MasterCard Debit Card

Please contact me for other payment options (Direct Debit)

Amount: \$250 + \$25(GST) \$500 + \$50(GST)

Courier Deposit (Optional) - \$100

I have read and understood the Courier Deposit terms and conditions

(Please include the Courier Deposit if you are unable to collect resources in person from our Yeronga Library)

Total Amount to be charged = \$

Card Number: _____ Expiry Date: / CVV: _____

Cardholder's Name: _____ Signature: _____

Thank you for your application to CPL's Resource and Toy Library. You will be contacted in the next five business days regarding your subscription. You will be issued with a tax invoice and receipt after your payment has been processed.

Please complete the above form and return to CPL's Resource and Toy Library via email: resources@cpl.org.au or send to: PO Box 3010, Yeronga, Qld 4104