

## ADMINISTRATION - EQUIPMENT

### POLICY

DEEWR provides FDC schemes with a sustainability allowance, part of which is to allow the purchase and replacement of a bank of quality toys and equipment to resource Educators.

### PROCEDURE

1. Purchases of new equipment must be recorded.
2. Educators may borrow toys and equipment whenever it is available. Details and date of loan and return must be recorded.
3. The manual records must also be updated.
4. All borrowed items are expected to be returned clean and in good condition.
5. All toys and equipment items not on loan are kept on Family Day Care premises.
6. Equipment purchased for FDC use must be:
  - **Australian Standards** approved where applicable (Appendix 1).
  - Age and developmentally appropriate.
  - Used specifically for the purpose for which it was purchased/manufactured.

Source:

Australian Standards Website  
Kidsafe guide  
Mt Alexander FDC handbook

Reviewed February 2006, August 2008, July 2009, July 2012