

Sunnyside Swap Shop Co-op Member Agreement  
For use of the  
**Sunnyside Family Swap Shop and Place Space**

As a Sunnyside Swap Shop Co-op primary family member I agree to follow these guidelines and acknowledge that it is my responsibility to assure that my family members, caregivers and guests are aware of these guidelines and also follow them to the best of their ability.

**Safety**

**Supervision:** I am responsible for directly supervising the children I bring to the Sunnyside Family Swap Shop and Play Space or making my own arrangements for another adult – 18 or older – to be responsible on my behalf. If I make arrangements with another adult to split supervision between the indoor and outdoor space, upstairs gym and downstairs swap shop space or gym and Roost space, I do so of my own accord and do not hold the Sunnyside Swap Shop Co-op accountable for the actions of other adults supervising my child. I will not send my children to the space with a babysitter that is under the age of 18.

**Safe use of equipment:** I recognize that equipment and toys in the space are to be used at my own risk. Every attempt will be made by all co-op members to leave equipment set up in a safe manner. It is my responsibility to determine if my child will be able to safely use pieces of play equipment or toys available for play. I will follow the guidelines for play in the areas of space set up for older and younger children and personally move or remove anything that I feel is unsafe for the children present while I am using the space.

**Toys safety:** I am responsible for determining the safety and age appropriateness of a toy for my child, including, but not limited to taking responsibility for knowing if a toy has been recalled for safety reasons. I will not knowingly bring a toy into the space that has been recalled or been a safety hazard in my own home when used appropriately. I will not hold the Swap Shop Co-op responsible for assuring that all toys in the space for play or swap are safe for my child.

**Safe use of cleaning supplies:** I will return cleaning supplies I have used to high shelves of the cleaning closet and secure the safety lock.

**First aid:** I am aware of where the first aid supplies are kept and will fill out an incident report for any injuries beyond minor cuts or bruises.

**Radiated heat:** I am aware that the radiators in the big kid's room, arts and crafts room, bathroom, and swap storage room are hot to the touch when heating the space. These units have been surrounded by a guard railing in all rooms except the swap room. I will supervise children around them when they are in use and keep items from touching the radiators at all times.

**Cleanliness**

**Food:** Indoors, I will only allow snacks and drinks at the art room tables and on the oval carpet coffee table area in the great room. I will not allow food or beverages to be consumed on the stage, in the library area, swap storage room or older kid's room. I am aware that food consumed in the infant/toddler room is limited to liquids in spill proof containers. Outdoors, I will allow snacks at the picnic tables or on a picnic blanket. I will not allow food or drinks on the climbing structures or have my child eating while playing with toys. I will wipe off tables and hands before resuming play.

## Cleanliness, cont.

**Allergies:** I am aware that some of the foods I bring in may be allergens for other children and adults. I will not give food to another member's child without first checking with the adult responsible for their care and I will not leave my family's food out on the coffee or art tables while I am not there to directly supervise who is eating it.

**Spills:** I am responsible for cleaning up any messes made by myself or those in my care using the cleaning supplies in the cleaning closet and leaving a note for the custodian if there is deep cleaning needed beyond what I can do.

**Toys and equipment:** Any toys or equipment I bring into the space will already be cleaned and ready for use. As I am playing in the space, I will clean any piece of equipment or toy that has gotten dirty or place it in the dirty toy bin.

**Health:** I will not come to the space or bring anyone to the space who has had a fever or has vomited or had diarrhea in the last 24 hours or has a lot of sneezing, coughing and mucus. I will instruct my child who has sniffles and coughs while going through the end of a cold to wash their hands when entering the space and cover their cough and sneeze. Once someone in my family has a verified infectious condition, I will not bring well members of my family to the swap shop while an infectious member is at home and I will wait until every member of my family has been symptom free for 48 hours before any of us return to the swap shop. My family will wash or sanitize hands when entering the space, between eating and playing and after going to the bathroom.

**Headgear:** All dress up and toy items I bring in that are to be used on children's heads in the space need to be plastic or vinyl to avoid the spreading of lice. I will keep other headgear (cloth hats, wigs, masks, etc) in the swap storage room costume bins to be taken home as a swap item but not used while in the space.

## Indoor space guidelines

**Great room:** The great room is for the enjoyment of children of all ages. I will help keep small pieces that could be a choking hazard out of this space. I will not allow jumping off or climbing on the top of the rails or tube of the play structure. I will not allow ride on toys on the play structure.

**Arts and Crafts room:** I will directly supervise my child or assure that my child is being directly supervised when messy crafts are being done and will make sure that the room is returned to a tidy, clean state, returning any supplies to their designated bins and shelves. I will encourage those in my care to use supplies sparingly and not to waste any materials. I will keep pens, scissors, glitter, glue and paint in the craft room. Any paper or other dry craft supplies that those in my care take into the rest of the space will be taken home, displayed on the walls or returned to the arts and crafts room when I leave.

**Stage:** I will not allow ride on toys on the stage and will make sure dress up and prop items are returned to their bins and hooks after use.

**Big kid's room:** I am aware that this room contains small pieces and will directly supervise any child under the age of four that enters this space. I will not allow younger children to disturb older children's play in this area, directing them to other areas when older children are using this space. I will not allow children in my care to scatter the pieces of a toy for swap without returning them to the toy they belong with.

### **Indoor space guidelines, cont.**

**Infant/toddler room:** I am aware that this room is primarily for safe play for our youngest members. Any older children in my care will be directed to other rooms or allowed to play in this space only if they are not disturbing younger children's play. I will not allow children to bring choking hazards into this room and will remove any small pieces that I find while playing.

**Ball play:** To protect our windows and lighting, no ball play, throwing of objects or use of flying toys is allowed in the space. Take-me-home-and-play-with-me-toys available for swap will be labeled as such and should not be played with in the space.

**Rough and rowdy play:** Running around play, when babies and toddlers are present in the infant/toddler room or small pieces are on the floor in the big kid's room, should be limited to the great room and stage. No running or rowdy play is allowed in the art room. The way each child plays needs to be comfortable for all. I will redirect my child's behavior if other children or adults are being negatively impacted by my child's choices.

**Items for swap in the indoor area:** All books, CD's, movies, household items and clothing are available for swap. Most toys are available for swap with the exception that a certain number of popular toy types need to remain in the space for everyday play. Signs are posted in the space for these items. Most equipment and furniture is not for swap and will have a sign indicating if it is.

### **Outdoor space guidelines:**

**Supervision:** I recognize that my children must be under the direct supervision of a co-op member adult and cannot be allowed to play in the outdoor space while all the supervising adults are in the indoor space or elsewhere in the building.

**Shared use:** I am aware that the out door space is also used by Children's Club day care program mostly for their preschool children and occasionally their elementary age kids. Primarily their use will be between the hours of 10am and 1pm with about 10 kids and some staff and my children are welcome to be in the space at the same time. I will honor any and all direction from Children's Club staff when they are present in the play area.

**Shoes:** Should be worn at all times in the outdoor space. There are sticks and other sharp objects on the ground. Bare foot play is not recommended.

**Gravel play:** Gravel is to be played with inside the two sand boxes (square box and sand boat) and can be transported back and forth. A small amount of spilling onto the grass and out of the boxes is to be expected. I will not allow my child to dump large piles of rocks outside of the two play areas and will pick up any large piles that get dumped during play.

**Climbing:** Climbing on play structures and in the tree in the yard are at the discretion of the parents of each child. I will provide spotting and supervision as appropriate to the physical abilities of my child. I am responsible for inspecting and determining the risks to my child of any piece of play equipment.

**Swapping of small and medium items:** All outdoor play items (balls, digging toys, ride on toys, wagons, etc.) are for swap as long as there is at least one of each type of toy left in the space for others to enjoy. Any other swapping restrictions will be posted.

**Swapping of large items:** So that our space does not become overcrowded, large items (lawn furniture, climbing structures, sand boxes, pools, slides, etc.) should only be brought in as space allows and should otherwise be posted on the yahoo site for pick up from your home. I will check with the swap shop co-op facilitator/coordinator before bringing large items into the space.

**Access:** I will always enter through the main doors on Yamhill and walk down the steps and out through the garden. I will only use the other gate into the space through the walkway on 35<sup>th</sup> to move large items for swap or equipment and supplies for work parties

**Gym Space Guidelines:**

**Time of use:** I recognize that our co-op has scheduled times for gym use and my family will not attempt to play in the gym at other times or beyond our scheduled time unless a co-op board member or co-op member who is acting as a gym host has extended our gym time with the approval of the church trustees.

**Food and drink:** I will not bring food or drink (other than water in spill proof containers) into the gym. I will either go downstairs or outdoors to eat. If I choose to sit on the steps just outside the gym to consume snacks, I will make sure all trash and crumbs are cleaned up.

**Use of equipment:** I will honor age and weight guidelines for all gym equipment and help others to do so. I will honor Children's Club's request that no child over 5 years old (six or older) ride the wooden scoot bikes.

**Gym floor safety:** I will help remove or move to the side any equipment not being used, so that there is safe running space on the gym floor and items that can be broken from being stepped on are out of the main play areas.

**Equipment storage room:** I will not allow my child(ren) to be in the storage room without adult supervision.

**Swapping:** Many of the items in the gym equipment storage room are donations made to Children's Club that are being generously shared with our co-op. Because of this, none of the items in the gym equipment storage room are for swap. Gym equipment brought in by members for swap should be left in our other spaces if left behind after gym time play. Any items brought up from our other spaces during our gym time should be returned at the end of gym time. No items from the gym storage room should be removed from the gym.

**Mixed age play:** Our youngest children have the highest priority during our morning gym time and our oldest children have the highest priority during our afternoon gym time when Portland Public Schools are in session. When Portland Public Schools are out of session, all ages are equally accommodated in the gym.

**Roost space guidelines:**

**Time of use:** : I recognize that The Roost is used just by 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> graders with Camp Fire Staff supervision 3-6pm on Portland Public School days. I will only use The Roost space at times scheduled for all ages play: Fridays 6-9pm and other times by announcement in weekly emails.

**Swapping:** Items in The Roost space are not for swap.

### **General swapping guidelines:**

**Volume:** I agree to keep my swap volume even over time, neither taking more than I give or giving more than I take to help assure that there are plenty of items for swap but that the space does not get over filled.

**Quality:** All items that I bring in will be in like-new condition, clean and in good working order.

**Release of rights to use and disposal:** I give the Sunnyside Swap Shop Co-op, it's advisory board and members acting on behalf of the cooperative full authority to decide how the items I bring in get used, displayed, sold, donated, or recycled.

**Personal profit:** I agree not to take items out of the space for the sole purpose of selling them for personal profit or for the profit of another organization either from my home or on a listing service such as Craig's List or EBay.

**Exclusivity:** I understand that I am not obligated to exclusively bring my excess items to the co-op. Whether I swap almost exclusively or swap along with other resources for resale and exchange, I will always swap in fair measure between what I give and what I shop for. I will not bring all of my own highest quality items to resale shops if I am benefiting from that same high quality of items from the co-op. I will share the same quality of items that I am receiving to the best of my ability.

**Who can swap:** All adults supervising member children at the co-op (parents, other relatives, caregivers such as babysitters and nannies) are invited to participate in swapping as long as swaps are being done in a fair and equitable way. It is my responsibility to educate adults entering the space with my children about swapping practices. If English is a second language for my caregiver and I need assistance to help him or her understand swapping, I will seek out resources from the swap shop and swap shop members to do so.

**Who can receive swap items:** I acknowledge that it does not matter who the item is going to be used by as long as it is replaced with an item or items of equal or greater value. If I am being asked to swap more than occasionally for another family or friend, I will ask them to acquire their own membership to allow them to swap regularly in our co-op.

**Swap Shop fundraising:** I recognize that the Sunnyside Swap Shop Co-op may from time to time hold rummage sales or list items on services such as Craig's List or EBay to raise funds for the co-operative and that items I bring in may be sold in this way for the general benefit of the co-operative.

**As-is, where-is:** Any item I take home from the space is accepted as-is, where-is without any stated or implied warranties.

**Keeping/returning/gifting:** Once I have taken an item out of the space I am not obligated to return that same item to the co-op. The item is considered to be owned by me and I can keep it indefinitely, return it at some point or gift it to others, or sell it after using it for a period of time.

**Direct swaps by email and bulletin board:** I will use the co-op's list serve and bulletin board in the swap room to post items for swap or items I am looking for that may not fit in or come into the swap space. I will not bring large items into the space including cribs and other large pieces of furniture unless I already have a co-op member picking them up within a few days of drop off or have verified with the swap shop co-op facilitator coordinator that they are appropriate for the space.

## **Members and Guests**

**Member hours:** Our space is open to members 8am – 8pm Monday – Saturday. The space is reserved for church use on Sundays, If I am planning to attend a church service or event on Sunday, I can come into the space before during or after the church event and will honor any additional requests church members have for use of the space.

**Busy times:** I acknowledge that the busiest times in the space during the school year are usually 10am – 11:30 am Mon – Friday, the hour right after school gets out at Sunnyside Environmental School: 3pm – 4pm and at class transition times for DoJump on weekday afternoons (their most current posted class schedule is on the information table at the main Yamhill entrance to the building . I am aware that days when Portland Public School are not in session and/or very cold and rainy days can also be more busy.

**Guest policy:** I will limit my guests to roughly match the number of members attending (approximately one guest per child, one guest per adult) I will be responsible for orienting my guests to the space and, should they take something out of the space in swap, I will assure that items are also brought in at that time or a later date.

**Meet up opportunities:** I am aware that a meet up schedule is posted in the space and sent out by email on the list serve for each month to provide opportunities for families with similar interests to gather in the space at set times. I am not excluded from using the space during the meet up times if I am not a part of the listed group. If a meet up group is using a particular space such as the stage, infant/toddler room, couches in the great room, or the arts and crafts room, I will help my children adjust their play so the meet up group and my children co-exist comfortably.

**Starting a meet up group:** I am welcome to start/facilitate any type of meet up group that members are interested in. I will contact the facilitator/coordinator of the meet up schedule to confirm that there aren't any conflicts with other groups and provide information that can be added to the posted meet up schedule.

## **List serve etiquette**

**Joining the list serve:** If I have internet access and an email account, I will accept the co-op's invitation to join a list serve group on Yahoo. I understand I have the choice when I join or at any time after I join to receive all postings by members or just the administrative postings on co-op business. I can have every posting sent to my email account or request a daily digest so I get just one email on any day there are multiple postings.

**Using the list serve responsibly:** I will only post on the list serve messages that are meant to be read by all members and I will email other members, the co-op facilitator/coordinator or board members directly with messages just for them. I recognize that the reply button on a list serve message will post a reply to everyone, not just the person making the post.

**Marketing non co-op business on the list serve:** Every member can post announcements about events or services that are not directly related to the co-op but may be of interest to members\_up to once a month with a reminder post the day of or day before an event.

### **Marketing etiquette**

**Posting information:** Member-to-member networking is encouraged but should not intrude on the play space environment. I am aware that all marketing materials should be posted outside of the Sunnyside Family Swap Shop and Play Space on the hallway bulletin board and counter top just across the hall from our main entry doors and not posted or laid out inside the space.

### **Co-op jobs and responsibilities**

**Facilitator/coordinators:** I am aware that each family through the primary member is the facilitator/coordinator of an aspect of running the co-operative. I agree to select an area of responsibility for three month periods and take responsibility for making the decisions needed for that area of responsibility.

**Co-op board:** I will keep an awareness of who is currently serving on the co-op board and support them as they make financial and operating decisions for the co-operative.

**Member communication:** I will read email notices in a timely manner and/or check bulletin board announcements. I will post questions or concerns on the group email or bulletin board or by speaking or writing directly to the Sunnyside Swap Shop facilitator/coordinator or board.

**Conversations:** I agree that all our words in this space need to be pleasant and proactive. I will not allow this to be a place for gossip, complaining or any other forms of negativity. I will monitor my own conversations and will encourage others to do so.

### **Termination guidelines:**

**Termination of membership by member:** As a co-op member, I can terminate my membership at any time by giving notice in writing by mail or email. My membership will end at the beginning of the next month after the letter is received or at a later date as indicated by my letter. Membership fees for months not used can be refunded. No refunds will be given for partial months.

**Termination of membership by co-op:** My failure to follow this membership agreement can lead to the termination of my membership. A warning meeting with a Sunnyside Swap Shop Co-op facilitator/coordinator or a letter from the advisory board giving me the opportunity to correct the failure to follow the agreement will proceed any termination. Full refund will be given of any unused months but not partial months.