**Guidelines FOR SORTERS**

**TAKE PLENTY OF TIME – there is no hurry!**

Choose a bag/box from the Lobby and take it to a sorting table.

Take each item out of the bag/box and examine it:

* Is it clean? Is it complete? Is it working? Does it need batteries\*\*?
* If it is a soft toy, does it have a CE or UKCA mark on its label?

If it passes these tests, put small items in the appropriate basket on the sorting table. Do not allow the basket to become over full before distributing the items to the tables. Take large items directly to the appropriate table:

Age 0-2 (Red)

Age 3-5 (Green)

Age 6-9 (Blue)

Age 10-13 (Orange)

Age 14+ (Purple)

If the toy is more appropriate for a boy, place it at the window end of the table. Place girls’ toys at the corridor end of the table. Toys suitable for either sex, including games and jigsaws, should be placed in the middle of the table. Very large items should be placed under the appropriate table.

All books, except colouring / sticker type books, should be placed on the Books sorting table.

Sensory Toys

Some of the children we are packing for are autistic or have other developmental disabilities and for these children, sensory toys are particularly welcome. Sensory toys include things like rainmakers, musical instruments, toys that light up or play sounds, have interesting textures, or fidget spinners. Please take any toys that meet this category, excluding toys very obviously for small babies, to the box that will be on the stage.

\*\*Toys needing batteries:

If it’s new and has batteries in it, or attached to the toy, take it to the appropriate age-group table.

If it’s not new, or if it’s new but has no batteries, take it to the battery table.

No electrical or rechargeable items unless they are new and in their unopened, original box.

As you go through each bag / box, please be particularly careful to look for envelopes, which may contain vouchers or cash – please give these in at the Office.

Please discard anything which is dirty, in poor condition, or incomplete. There are bags for different categories of rubbish, and these are attached to the ends of the sorting tables:

Paper and Cardboard Plastic bags

Hard plastic Soft Toys (including any without a CE or UKCA mark)

General rubbish

Boxes for waste wood and metal are under the sorting tables.

CDs and DVDs, along with anything else which is unsuitable as a Christmas present for a child, should be placed in the “unsuitable items” box. We may be able to raise funds by selling these items at car boot sales and the like.