



2020-2021 SHOPPING POLICIES

Crayons to Computers was founded in 1997 and today partners with nearly 500 qualifying schools serving Preschool through Grade 12 students in 16 counties throughout Ohio, Northern Kentucky, and Southeastern Indiana. We aim to bridge the gap for families and schools that do not have the financial ability to provide school supplies to students, with a focus on high-need schools and Preschool through 3rd Grade. We offer a variety of materials that support learning, including basic supplies, educational activities, and enrichment items. Since inception, Crayons to Computers has distributed more than \$176 million worth of free educational materials.

WHAT SCHOOLS QUALIFY TO SHOP AT CRAYONS TO COMPUTERS?

Schools must meet the following criteria to be classified as a Qualify-to-Shop School:

- 60% or more of the student population qualifies for free or reduced lunch through the USDA's National School Lunch Program;
 - Please note that eligible schools that fall below 60% will have one additional school year to shop before being taken off the list of Qualify-to-Shop schools.
- Located in one of the 16 counties included in Crayons to Computers' service area (please visit our website for a list of the 2020-2021 Qualify-to-Shop schools and eligible counties, <https://cc-user-ry6f.squarespace.com/general-information-1>); and
- Must have been in existence for a minimum of one school year.

WHICH SCHOOL PERSONNEL QUALIFY TO SHOP AT CRAYONS TO COMPUTERS?

The following school personnel qualify to shop with Crayons to Computers:

- Full-Time, Certified, Lead Classroom Teachers
 - If you have a paraprofessional/teacher aide in your classroom who you would like to shop in your place, please contact Kristen Scott at kscott@crayons2computers.org.
- "Specials" Teachers including: Art, Physical Education, Library/Media and Music.
- Full-Time Intervention/Resource Specialists with their own contained classroom.
- Full-Time Resource Coordinators, Counselors, Speech Pathologists, Physical and Occupational Therapists, and Psychologists.
- Principals, Assistant Principals and Deans.
- One designated Secretary or Administrative Assistant per school.

**Please note that school nurses, tutors, volunteers, building substitutes, or parents are not eligible to shop at Crayons to Computers. If you have a special circumstance or concern, please contact Stefanie at sclayton@crayons2computers.org.

A list of each school's eligible shoppers must be submitted by a Principal, Assistant Principal, or Secretary/Administrative Assistant by July 31, 2020. Changes and updates through the year should be made by the same contact. Eligible shopper lists and updates should be emailed to Kristen Scott, kscott@crayons2computers.org.

QUESTIONS, FEEDBACK, & UPDATES

Please contact **Kristen Scott**, School Relations Coordinator:

(513) 482-3290 | kscott@crayons2computers.org | 1350 Tennessee Ave. Cincinnati, OH 45229

2020-2021 SHOPPER FAQ

CAN MY SCHOOL BE TAKEN OFF THE CRAYONS TO COMPUTERS ELIGIBLE LIST?

Yes. Schools that no longer qualify under the free and reduced lunch requirement will be removed from the eligible list, after a one-year grace period.

WHEN CAN TEACHERS SHOP AT CRAYONS TO COMPUTERS?

Starting in 2020-21, all teacher shoppers must schedule an appointment to shop. This policy was instituted for health and safety reasons during the Covid-19 pandemic and will continue for the foreseeable future. More information about scheduling appointments will be available prior to the start of the school year and on the Crayons to Computers website. Note that shoppers may only shop once during August.

Free Store Dates of Operation: August 3, 2020 – May 20, 2021

Please note the Free Store will be closed on the following dates:

- September 7, 2020 - Labor Day
- October 31, 2020 – Halloween (Free Store to close at 5PM)
- November 25 – November 26, 2020 - Thanksgiving Break
- December 21, 2020 – January 1, 2021 – Holiday Break
- January 18, 2021 - Martin Luther King Jr. Day
- February 15, 2021 - President's Day

Free Store Hours:

- Monday – Thursday, 2:30 p.m. – 6:30 p.m.
- The second and fourth Saturday of each month, 9:00 a.m. – 1:00 p.m. Please note our new Saturday hours. Teachers should check in by 12:30 p.m.

**Please always check our website (<http://www.crayons2computers.org/>) to confirm shopping days, as changes may occur during the year. Also note, while Crayons to Computers' business/office hours are 9 a.m. – 5 p.m., the Free Store opens at 2:30 p.m.*

HOW MANY TIMES ARE TEACHERS ABLE TO SHOP AT CRAYONS TO COMPUTERS?

- All teachers are welcome to shop with Crayons to Computers up to 10 times per school year regardless of the channel (in-store, through the Mobile Outreach Program, and/or drive-thru).
- Only one shop per teacher will be allowed in August. Shopping online or through the Mobile Outreach Program counts as one shop.

I'M ELIGIBLE, HOW DO I SHOP?

Due to Covid-19, Crayons will **require** teachers to schedule an appointment prior to arriving to shop. This will help us to control the number of shoppers in the store at any one time and maintain the health and safety of our shoppers, volunteers and staff. Any shopper who arrives **without an appointment will be turned away.**

When teachers arrive to shop at Crayons to Computers, a staff member or volunteer will greet, check-in, and orient you to the Free Store.

What should I bring?

- Teachers must provide a school ID with a photo, or a driver's license to check-in.
- **Masks will be required.** Please bring one with you to shop. Crayons will have a limited number of masks at the store.

- We provide boxes for shoppers but cannot always guarantee we will have enough stock. Please consider bringing your own boxes or reusable bags.

Where do I park?

Parking is available on the east side of the building closest to the Free Store entrance. If this parking lot is full, there is an overflow lot available on the west side of the building. There is also limited on-street parking. Always enter through the Free Store entrance on the east side of the building. We appreciate your following all parking signs and only parking in legal parking spaces. Please do not park in front of our loading docks or block any other cars in our lots. Further:

- Please do not park in any neighboring businesses' parking lot.
- Please do not leave purses or any other valuables in your car while you shop.
- Crayons to Computers is not responsible for lost or stolen articles.

Can I bring someone along when I shop?

Due to health and safety precautions, including limiting the number of people in the store at any one time, shopping companions are **no longer allowed** in the Teacher Free Store. Exceptions include the visually impaired or those in need of any medically comparable assistance. Contact Kristen Scott, at kscott@crayons2computers.org, if this applies to you.

Anything else I should know?

- Please plan to return your shopping cart into the Free Store after unloading!
- When you checkout, a volunteer or staff person may share the total value of your trip. Keep in mind all supplies received at Crayons to Computers are FREE for your use at school with your students and NOT for personal benefit or resale. **(See Terms of Agreement below.)**
- The average teacher receives more than \$500 worth of supplies each shopping trip.
- There may be some items in the Free Store that are not available for every teacher. Please feel free to speak with a staff person if you have any questions.
- We know that the supplies you receive at each shopping visit will not be everything you need but hope it will help to give a good start to your classroom and continue to supplement your student's needs throughout the school year.
- Item limits are posted to allow us to best serve all shoppers. Please respect item limits. Any exceptions must be cleared with a staff member prior to checkout. Note that volunteers may check items and counts to help ensure inventory accuracy.
- We reserve the right to **share any shopping information** with your school administrator(s).

WHAT HAPPENS IN CASE OF INCLEMENT WEATHER?

In the event of inclement weather, Crayons to Computers will decide whether to close the Free Store by 12:00 p.m. You will find this information listed on our website, Facebook, and on WCPO Channel 9 and WKRC Local 12 school/business closings list.

TERMS OF AGREEMENT

If a teacher has never shopped at Crayons to Computers (includes either the Teacher Free Store and/or the Mobile Outreach Program) before, they will be asked to agree to the following statement:

By shopping at Crayons to Computers you agree that all the supplies and resources that you receive from Crayons to Computers are to be used solely in your classroom, with your students or within your school and are NOT for personal benefit or resale.