



**crayons**  
to computers®

# CRAYONS TO COMPUTERS

## PRESCHOOL PROGRAM 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 Southern 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 3<sup>rd</sup> 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 \$170 million worth of free educational materials.

### WHAT PRESCHOOL PROGRAMS QUALIFY TO SHOP AT CRAYONS TO COMPUTERS?

Preschool Programs must complete an application and be accepted into the program in order to qualify to shop. To be considered programs must:

- Serve preschool children (ages 3-5);
- Be located within the 16 counties currently served by Crayons to Computers
- Accept state assistance from families who qualify to help them pay for childcare and serve a majority of children receiving state assistance;
- Be in operation for at least 1 year;
- Be a Child Care Center or Family Child Care Program that:
  - Currently holds a quality rating with Ohio's Step Up to Quality, Kentucky's All STARS program, or Indiana's Paths to QUALITY OR
  - Is working with 4C for Children and actively working toward a quality rating.

### WHICH PRESCHOOL PROGRAM PERSONNEL QUALIFY TO SHOP AT CRAYONS TO COMPUTERS?

All shoppers must be employees of their program. The number of shoppers is based on your type of program:

- Family Childcare Programs – One designated shopper from your program.
- Child Care Center – Number of shoppers is determined by how many active classrooms you have plus one administrative person. For example, if you have 4 active classrooms, you may designate 5 shoppers from your program.

A list of each program's eligible shoppers must be submitted by a Director or Administrator by August 1, 2019. Changes and updates through the year should be made by the same contact.

### QUESTIONS, FEEDBACK, & UPDATES

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

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

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

Any program who has not shopped for 1 whole school year will be taken off the eligible list and will have to reapply if interested in shopping again.

Serving quality childcare programs is a priority for Crayons to Computers. Any program who does not achieve a quality rating or loses their quality rating will be taken off the eligible list and will have to reapply. This applies to all eligible preschool programs, regardless of when you were accepted.

Shoppers represent their programs and are asked to agree to our Terms of Use policy below. Shoppers or programs found to be misusing supplies or not following posted limits may be taken off the eligibility list.

## WHEN CAN TEACHERS SHOP AT CRAYONS TO COMPUTERS?

Qualify-to-Shop schools are assigned shopping weeks throughout the year in order to accommodate as many shoppers as possible, and to reduce crowding in our Free Store. Qualify-to-Shop schools are assigned a letter (A, B, C, or D) that corresponds with the assigned shopping weeks and rotates throughout the school year. *Please note that teachers may only shop one time on any given day the Free Store is open.*

### Free Store Open to all Weeks

The Free Store will be open to all shoppers on the following weeks:

- October 28 - October 31, 2019
- December 2 - December 19, 2019
- May 4 - May 21, 2020

### Free Store Dates of Operation: August 5, 2019 - May 21, 2020

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

- September 2, 2019 - Labor Day
- October 31, 2019 - Halloween (**Free Store to close at 5PM**)
- November 27 - November 28, 2019 - Thanksgiving Break
- December 23, 2019 - January 2, 2020 - Holiday Break
- January 20, 2020 - Martin Luther King Jr. Day
- February 17, 2020 - President's Day
- April 13 -20, 2020 - Annual Fundraiser

### 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. - 2:00 p.m. (Teachers are asked to check in by 1:30 p.m.)

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

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

All teachers are welcome to **shop up to 10 times per school year** at the Free Store using a combination of assigned shopping weeks and Flex Days. All Qualify-to-Shop teachers are provided **Flex Days** each school year. Teachers may use a flex day to shop during a week that is not their assigned shopping week.

- Flex Days may not be used on any weekday prior to Labor Day.
- Saturday shopping counts towards your 10 total shopping trips per school year.
- The maximum number of shopping trips per school year is 10 per eligible shopper.

## I'M ELIGIBLE, HOW DO I SHOP?

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.
- We provide boxes for shoppers but cannot always guarantee we will have a sufficient 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.

- 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?

Shopping companions are allowed in the Teacher Free Store. Shopping companions can include a spouse, significant other, parent, friend, or children. Due to limited space, we ask that you limit the number of additional people with you and keep them close at all times. Friendly reminder that items in the Free Store are intended for your classroom students in need.

## 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.
- 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.*