Teacher Newsletter

Volume 6 | Issue 1 | Summer/Fall 2012

Welcome Back! We hope you had a fun-filled, relaxing summer! This newsletter contains important information about teacher shopping at Classroom Central. Please take a few moments to read it so you will be ready to shop with us this coming year!

Charlotte-Mecklenburg Schools will begin shopping with us: **Tuesday, August 7th**
Outlying schools will begin shopping with us: **Monday, October 1st**

Ways to shop at Classroom Central
Eligible staff can shop with us, one (1) time each month for FREE supplies for your classroom. On average, teachers left with about **$400 of classroom supplies** each time they shopped with us this past academic year. All shopping is done by appointment. Shopping appointments are available online on the 15th of the prior month: August shopping dates will be live on July 15th, September shopping dates will be live on August 15th and so on.

In-Store Shopping
Our Teacher Free store is open for teacher shopping on these days and times:
Monday: 2-5 p.m. **Tuesday: 2-6 p.m.** **Thursday: 2-5 p.m.**
Appointments will be available in one (1) hour time increments. Shopping is by appointment ONLY.

Regardless of the time you arrive for your Teacher Shopping appointment, **your shopping will conclude at the end of your appointment time**.

The last shoppers will be **checked in 20 minutes prior to closing.** If you arrive too late to shop, you may cancel your appointment online (by midnight that night) and reschedule without penalty OR you may take a prepackaged "to go" box of basic supplies. There are **NO exceptions to this policy**.

Saturday In-Store Shopping
This is a great option for you to get supplies for your students if you cannot shop during our regular dates/times.
Saturday shopping is from 8:30-11:30 a.m.
August 5th (CMS/Mecklenburg County only) **November 3rd** **March 9th**

Saturday appointments will be available in one (1) hour increments. Shopping is by appointment ONLY.

Drive-Thru Shopping
For educators who cannot shop in-store during our regular shopping dates/times, Drive-Thru shopping may be a great solution for you…and you don't even have to get out of your car!
Drive-Thru shopping is from 3-5 p.m.
Friday, October 19th **Friday, April 12th**

To participate in Drive-Thru Shopping:
- Make an appointment online (on a Drive-Thru date).
- Place an empty box in your trunk
- Bring the proper ID
- On the Drive-Thru date, drive around to our back dock during your time slot (follow the signs).
- Volunteers will load your trunk with preselected basic supplies for your students.

Drive-Thru appointments will be available in one (1) hour increments. Shopping is by appointment ONLY.

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OUR MISSION

Classroom Central equips students living in poverty to effectively learn by collecting and distributing free school supplies.

Connect with us

What SCHOOLS are ELIGIBLE to shop with us?
Schools in Mecklenburg, Gaston, Union, Iredell-Statesville, Lancaster **(NEW)** and the city of Kannapolis, with a 50% or higher F&R lunch rate are eligible to shop with us. Eligible staff can shop one (1) time each month.

Who is ELIGIBLE to shop with us?
Full-Time staff in these positions: Teachers, Teacher Assistants, Guidance Counselors, School Psychologists, Dean of Students, CIS, BMT's (Behavioral Mgt. Teachers), ESL Teachers, Social Workers, Facilitators, Principals, Assistant Principals, Lead Secretaries, Instructional Coaches, Media Specialists, Resource Teachers, Speech Therapists/Pathologists, ASEP, AP, IF, SAC, SBS, REACH.

Shopping Guidelines

What to Bring?
Proper ID: All CMS shoppers must have their **CMS photo ID** (not school-issued ID) for check-in. **NO EXCEPTIONS**. If you do not have the correct CMS ID, please take some time before school starts to get one made so we can ensure your students receive the supplies they need.

Eligible shoppers in outlying school districts (Gaston, Union, Iredell-Statesville, Kannapolis, and Lancaster) and non CMS schools in Mecklenburg County, must have the **school/county ID** for check-in.

Email Confirmation: **Print a copy of your email confirmation** (this lists your name, shopping date and time-slot of your Teacher Shopping appointment).

To Schedule an Appointment
You will only be able to schedule an appointment if you work in an eligible school and your principal has submitted your school's paperwork and roster.

- Go to www.classroomcentral.org
- Click on the Teacher Page
- Scroll down and click on Registration
- Read and follow the 3 easy steps

- Your Username: firstnamelastname (all lower case, no spaces or punctuation)
- Your Password: freestore (all lower case, no spaces or punctuation). If you change your password, you will have to keep up with it.

FYI: Teacher shopping dates will be available on our website the 15th of each month

To Cancel an Appointment
If you cannot make a scheduled appointment for whatever reason (including inclement weather) you will have to CANCEL your appointment online before midnight on the day of your appointment.

If you fail to cancel the appointment before midnight the system will automatically consider this your visit for the month. You will not be able to shop with us until the following month.

If you are aware (prior to the day of your scheduled appointment) that you cannot make your appointment, please cancel (online) as early as possible so that the time slot can utilized by another shopper.

FYI: ALL Appointment Cancellations must be scheduled online. Please do not leave voicemail/email messages with Classroom Central personnel requesting the creation or cancellation of an appointment.

Due to the high volume of calls/emails, we will respond to you as quickly as we can. We are usually able to respond within 24 hours. Email is the best way to communicate shopping questions.

Wish you could shop twice in a month?

You can! Just volunteer for 6 hours to earn an additional trip. You must volunteer PRIOR to shopping. For volunteer opportunities, please contact email risa@classroomcentral.org. Make sure you let her know you are an eligible shopper and that you are volunteering to earn an extra shopping trip. Eligible educators can earn up to one (1) additional shopping trip each month.

Weather

Classroom Central is not part of the school system and does not operate on the same schedule. In the case of inclement weather, please call our main number (704.377.1740) after 12 noon ; listen to the greeting for details; or refer to our website for a status update on Teacher shopping for the day.

If shopping is cancelled, you still MUST cancel your appointment online.

Parking

As you know, parking is limited at Classroom Central. Please park in our overflow parking lot (the open field between Charlotte School of Law and Classroom Central). We encourage carpooling with coworkers if you can to save gas and our environment.

Questions?

Contact MyLetta, Teacher Coordinator Email: shop@classroomcentral.org Phone: 704.377.1740 ext. 416

Itty Bitty Homework Assignments (IBI's)

As you know, we send IBI's to corporate donors and volunteers as a thank you. We appreciate all of the hard work you and your students put into making them.

Please make sure your students address their IBI's to **"Friends of Classroom Central"**. Again, only high quality, creative IBI's will be accepted and MUST be small enough to fit in a standard envelope.

IBI's need to be labeled with the shopper's name, school's name, and email address.

NOTE: Due to the high cost of postage, we will ONLY accept IBI's that are 8.5x11 or smaller. The IBI's must be solely created by your "students" and must fit in a standard envelope.

How to be "Top of the Class" at Classroom Central

1. Please bring the proper ID to your scheduled Teacher Shopping appointment.
2. Please turn off ALL cell phones while you are shopping at Classroom Central.
3. Please **do not bring children or guests** to Classroom Central during Teacher Shopping this includes Saturday In-Store Shopping dates.
4. Please bring your own bags/totes/boxes. We do not provide them.
5. Please treat volunteers and staff with courtesy and respect. We are a staff of eight and could not execute teacher shopping without the generosity of volunteers.
6. Please assist our volunteers with loading your vehicle.
7. Please **cancel your appointment online** in a timely manner so other eligible shoppers may utilize the appointment time slot.
8. Please make sure that your principal lets us know if you have moved from another school when they submit their staff roster.

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