



# Teachers' Treasures Teacher Handbook “Helping Teachers Help Kids” 2021 - 2022

*The key information you need to know to utilize the resources available to eligible teachers.*

Teacher' Treasures  
1800 E. 10<sup>th</sup> Street, Indianapolis, IN 46201  
317-264-1758, Fax 317-264-1759  
Website: [www.teacherstresures.org](http://www.teacherstresures.org)  
Follow us on Twitter: @TTindy  
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# Teachers' Treasures "Helping Teachers Help Kids"

## *Eligibility*

Teachers' Treasures provides classroom materials for use in public, private, parochial and charter schools, Pre-K\* through twelfth grade, to schools in Marion County that: 1) are recognized by the Indiana Department of Education 2) have 60 percent or more of their student population enrolled in the Federal government's Free or Reduced Lunch Program. Principals are to provide a request to participate, which identifies the eligible individuals in their school. Only full-time, certified, Pre-K-12 teachers (including Spanish, art, gym, music), principals/directors, vice principals, media specialists, social workers, nurses, and guidance counselors from eligible schools may shop. In addition, substitute teachers on a long-term contract may shop during the length of their contract and must submit a letter from their school's principal stating so.

**Non-certified staff such as** Parent Involvement Educators, Parent Liaisons, and other personnel who offer emergency outreach to students and their families may be eligible. Please contact David Hobson at Teachers' Treasures for details, [david@teacherstresures.org](mailto:david@teacherstresures.org)

**\*Pre-K Eligibility:** Pre-K teachers teaching in a school district sponsored Pre-K program are eligible to shop. Additionally, designated staff (typically the Director) from a Level 3 or Level 4 "Paths to Quality" Pre-K program are eligible – Please contact David Hobson at Teachers' Treasures for details.

## Store Information

**Location:** 1800 E. Tenth Street, Indianapolis, Indiana 46201  
317-264-1758

### **Satellite Location NW Middle School**

5525 West 34<sup>th</sup> Street, Indianapolis, Indiana 46224  
Located at the corner of West 34<sup>th</sup> Street and Moller Road.  
Park and Enter at Door 2

**Staff:** Margaret Sheehan – Executive Director  
David Hobson – Director of Operations  
Hanna Yaeger-Busch-Volunteer and Operations Manager  
Alicia Van Rensburg-Resource Development Manager  
Emily Newberry-Event and Operations Coordinator  
Casey Collins-Logistics Manager  
Carrie Sullivan-Warehouse Manager

**Shopping Hours:** August through May annually and based on available appointments.

- **1800 East 10<sup>th</sup> Street Location:** Monday through Thursday from 2:30pm – 6 pm\*
  - We will host Saturday shopping once or twice a month. Check for availability on our teacher portal: <https://teachersfreestore.com/indy/ttlogin.aspx>
  - Starting October 2021, we will not have Thursday shopping at our 1800 East 10<sup>th</sup> Street location.
- **NW Middle School Satellite Location:** Tuesdays and Thursdays 2:30pm-5:30pm\*
- \*All Shoppers must have an appointment to shop at either location.
- **Please Note:** Scheduled shopping days and hours may occasionally change. If a date is not shown in our online portal, it means that we do not have shopping on that day. In the case of inclement weather or unexpected closure, we will announce closings via our website ([www.teacherstresures.org](http://www.teacherstresures.org)), our registered email addresses, and social media. You may also check with your school's Teachers' Treasures liaison about the schedule.

<b>Non-Profit Status:</b>	Teachers' Treasures is a 501(c) (3) as designated by the IRS. Donations to Teachers' Treasures are tax-deductible. A receipt for donations will be provided to you upon request.
<b>Questions?</b>	<b>Contact Teachers' Treasures 317-264-1758 or <a href="mailto:hanna@teacherstresures.org">hanna@teacherstresures.org</a></b>

### **Teachers' Treasures Registration Fee Guidelines**

1. Eligible individuals from qualifying schools must pay an annual registration fee to take advantage of Teachers' Treasures resources.
2. The annual fee is \$30.00 per person if paid on or before September 30<sup>th</sup>. After September 30<sup>th</sup> the fee is \$35.00 per person. The registration fee is not prorated (the fee is the same whether an individual signs up in September, January or April), refundable, or transferable.
3. We do not need copies of ID badges. Please bring IDs with you only when you come to shop. They will be needed to check-in throughout the year.
4. This fee covers our NW Middle School Satellite location as well.
5. Registration, even if paid by the school corporation, school, PTO or similar school sanctioned organization is for the individual teacher specified on the registration form and cannot be transferred to another teacher.
6. Individual registration fees will now be paid online through our teacher portal. We will accept checks and credit card payments for bulk registration such as through a sponsor paying for a group of teachers. We are no longer offering the 5 for \$25 deal for individuals.
7. An individual may find a sponsor to underwrite the cost of the registration fee.
8. The registration fee is NOT a tax-deductible charitable contribution.
9. Upon providing proper documentation (a letter or schedule from the principal), individuals contracted to teach summer school classes may shop twice in May in preparation for summer school. We are not opened for shopping in June or July.

### **TEACHERS' TREASURES COVID POLICIES**

1. Masks are optional for teachers who are fully vaccinated.
2. We will ask that every teacher who enters our building use provided hand sanitizer before shopping.
3. Volunteers will continue to wipe down carts in-between shoppers.
4. We will no longer require aisles to be one-way; however, we do encourage social distancing as much as possible.
5. Shopping appointments will be in 30 minute increments, with a 15 minute window between appointments to allow for flow of teachers and cleaning as necessary.
6. If you are not feeling well, have a fever, have been exposed to Covid-19, or have a positive test, we will reschedule your appointment for an appropriate time. Contact [hanna@teacherstresures.org](mailto:hanna@teacherstresures.org) to reschedule or go to your account on our teacher portal to cancel. We will do our best to accommodate your classroom and substitute if you are in a quarantine situation.

## POLICIES AND PROCEDURES

1. Who is Eligible - Only full-time PreK\*- 12 certified educators (including art, gym, music), principals/directors, vice principals, media specialists, social workers, nurses, and guidance counselors from eligible schools may shop. Substitute teachers on long-term contracts may shop during the length of their contract; a letter certifying their eligibility must be provided by the principal. Shopping privileges will be revoked for anyone found ineligible. No refund will be issued

Individuals (Title One, Literacy, ESL, etc.) who serve multiple schools will shop once a month with their "home school," not multiple times each month. The "home school" is the school where you are registered for your paycheck.

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Non-certified staff such as Parent Involvement Educators, Parent Liaisons, and other personnel who offer emergency outreach to students and their families may be eligible. Please contact David Hobson at Teachers' Treasures for details.

2. The items provided by Teachers' Treasures are for use in the classroom and for projects that enable students to participate in learning activities. Any participants who are discovered to be using items for personal use by themselves, their family or other organizations, will have their shopping privileges revoked. The registration fee will not be refunded. **Never resell or trade merchandise to any public or private company, or individual.**
3. Teachers' Treasures is not responsible for determining the appropriateness of materials for your students or classroom. All items in the store are available on a "first come, first served," and "as is" basis. No warranty regarding serviceability is provided or implied. Teachers' Treasures makes every effort to assure items in the store are in working order; however defective or none working items cannot be replaced or exchanged.
4. Eligible individuals may shop Monday – Thursday during their scheduled appointment and during regular shopping hours or the one Saturday each month that Teachers' Treasures is open. Shopping trips cannot be carried over month to month. If you are not able to shop in a given month, contact your school's liaison to request they pick up items for you.
5. All shoppers must present a teacher badge or photo I.D when they check in.
6. It is permissible to bring a companion for assistance only if you are sight impaired or require medical assistance. For reasons of liability, other individuals such as classroom aids, spouses, or unregistered teachers, are not allowed to shop with you. No children, of any age, are able to be in the store during shopping hours.
7. Student teachers may accompany their mentor teacher one time to learn about Teachers' Treasures. Please contact [hanna@teacherstresures.org](mailto:hanna@teacherstresures.org) if you would like to bring your student teacher with you. Student teachers may complete volunteer opportunities to earn a shopping trip.
8. You may fill one shopping cart during each visit. Please bring sturdy bags, totes or other containers with you to transport your items to your classroom.
9. ITEM LIMITS - The quantity available of each item depends on our inventory. If you have a special project and need more than the limit allowed, please see a staff member. We will do our best to accommodate your request.
10. Items obtained through Teachers' Treasures may be used for school activities such as classroom parties and special events, Homecoming, Carnival, Prom, etc.
11. Large items – For safety and liability reasons Teachers' Treasures staff and/or volunteers cannot assist in removing large items from the building or assist with loading these items into your vehicle. For your convenience a hand truck is available to help with removal. Any large items reserved during your shopping trip must be removed by the end of that shopping day. If you are unable to take your item with you, please let a staff member know.

## NORTHWEST MIDDLE SCHOOL SATELLITE LOCATION

1. All shopping and eligibility policies and procedures remain the same at our Satellite Location as our flagship store.
2. Shopping at the Satellite Location counts as your monthly shopping trip.
3. Shopping will only occur on Tuesdays and Thursdays between 2:30pm and 5:30pm.
4. Shoppers will enter the side door #2 and be checked in by a volunteer. Please have your I.D ready.
5. Shopping will remain designated by appointments.

## EXTRA SHOPPING TRIPS

1. **TEACHER LIAISONS** - Each qualified school or program is asked each year to designate one of their edible staff members as the Teacher Liaison (TL) to help Teachers' Treasures communicate directly and effectively with our members. The Teacher Liaison is provided with one extra shopping trip per month that can be used during their monthly shopping trip as a 'double' or can be arranged with a staff member as an extra appointment. We encourage staff to communicate with your liaison about extra items your classrooms may need. If you are unsure if your school has a liaison please contact [hanna@teacherstresures.org](mailto:hanna@teacherstresures.org).
2. **VOLUNTEER TO SHOP PROGRAM** provides teachers from eligible schools and programs the opportunity to shop at Teachers' Treasures. It is also a way for registered TT teachers to engage with our organization and earn additional shopping trips. Teachers may earn up to three extra shopping trips. Teachers must volunteer at least two hours per shift to be eligible for an extra shopping trip. Any teacher who participates in our Donut Dash 5K as either a volunteer or runner will also be eligible for an extra shopping trip. Teachers can also earn extra shopping trips by volunteering with their students for a day of service. Student Teachers may earn a shopping trip by volunteering or participating in our Donut Dash 5K. If you are interested in learning more, please contact [hanna@teacherstresures.org](mailto:hanna@teacherstresures.org).