



PARKING & ENTRY

Please use the parking lot to the east of the building. Do not use the front entrance. Our entrance has a large blue canopy marked "Cleveland Kids In Need Resource Center" above it. Use the intercom phone next to the entrance to be buzzed in.

CHECK-IN & ELIGIBILITY

Teachers must make an appointment to shop and must bring their confirmation slips with them. Check-in at the front desk & show a photo ID.

Only classroom teachers, specials, counselors, and advocates are eligible to shop. Paraprofessionals who do not have their own classrooms and administrative staff members are not eligible to shop.

RULES

Teachers agree to the following:

- They will not pay for any merchandise at Kids In Need Resource Center
- They will take only items that are needed in their own classrooms and only in quantities needed by their students, honoring any and all limits imposed on specific merchandise.
- If you transfer to another school, all items received from Kids In Need must remain at your current school.
- They will not re-sell or trade merchandise.
- Only teachers are allowed in the shopping area. Children are not permitted.
- Cleveland Kids In Need reserves the right to revoke teachers shopping privileges if rules have been violated.

CHECK-OUT

Teachers are given an inventory form and will be asked to indicate the items they take from the Center as they shop.

Volunteers will check-out the merchandise prior to teachers packing it up to assure that the limits have been honored.

Teachers are responsible for transporting the merchandise. No deliveries are made by the Center.

We're sorry, but we cannot save products for anyone.

DONATIONS

While we do not charge for the school supplies, any donations will help us defray operating costs and are greatly appreciated.