

## Shopping Frequently Asked Questions

*While we appreciate all our teachers and staff, our shopping guidelines reflect our mission to provide school supplies to each student in need, not to supply each classroom. It is important to remember that all supplies & product taken from the store goes back to your school to be shared with your entire school team as needed.*

### **Tools 4 Seminole Schools** **MONTHLY SCHOOLS**

Altamonte Elementary	Idyllwilde Elementary	SCPS Early Learning Center
Bear Lake Elementary	Lake Howell High School	Seminole 9 <sup>th</sup> Grade Center
Bentley Elementary	Lake Orienta Elementary	Seminole High School
Casselberry Elementary	Layer Elementary	South Seminole Academy
Eastbrook Elementary	Longwood Elementary	Spring Lake Elementary
English Estates Elementary	Lyman High School	Sterling Park Elementary
Forest City Elementary	Midway Elementary	Teague Middle School
Greenwood Lakes Middle School	Millennium Middle School	Tuskawilla Middle School
Hamilton Elementary	Milwee Middle School	Wicklów Elementary
Highlands Elementary	Pine Crest Elementary	Winter Springs Elementary

Each eligible shopper may shop once per calendar (August – May) month.

#### **Who is eligible to shop from a monthly school?**

Eligible full-time personnel from monthly schools in Seminole County may shop at Tools 4 Seminole Schools (T4SS). Eligible shoppers are grade level classroom teachers, **subject area teachers (Middle School & High School ONLY)** media specialist, 1 guidance counselor, 1 art teacher, 1 music teacher, ESOL, school administration manager (SAM), principal and assistant principals. Due to product limitations, custodians, administrative support staff, paraprofessionals and all other teachers not assigned to a grade level classroom, (i.e., push in or pull out) are not eligible to shop.

- However, in addition, the administration may designate one additional school shopper, any school classification, to shop monthly for the entire school. Please email [becky\\_miller@scps.k12.fl](mailto:becky_miller@scps.k12.fl) with the name of your designated shopper.
- You must bring your SCPS ID PICTURE BADGE, to verify employment.

#### **IMPORTANT REMINDERS:**

- If you are unable to keep your appointment, please cancel (same website) as soon as possible so others may have the opportunity to shop. Teachers who do not cancel ahead of time and do not check-in for two (2) scheduled appointments may lose shopping privileges.
- Appointments will be available on line 30-45 days prior to new month.
- Shopping appointments are for one hour only. You will have 45-50 minutes to shop. If your appointment is for 2:00 pm, you will be asked to leave the store at 3:00 pm, for the next group of shoppers to enter.

**There are two shopping options:**

- In Store – you must schedule an appointment. See below.
- Request a tool bag full of supplies that will be sent directly to you. If you choose a tool bag, that will replace your in-store shopping visit for that month.

**How do I schedule a shop?**

**Option 1**

- Make an appointment. Go to <https://teachersfreestore.com/Seminole/ttlogin.aspx> or **QR code below.**
- Use your SCPS email address, must include @scps.k12.fl.us
- Your password is your SCPS school ID number.
- Read and agree to the shopping guidelines. 1<sup>st</sup> check-in only.
- Click on schedule a visit (blue button)
- Choose an appointment time!

*If you believe you're an eligible shopper & unable to make an appointment, email @ [T4SS@scps.k12.fl.us](mailto:T4SS@scps.k12.fl.us)*

**Option 2**

- Request a tool bag. Go to same site above and choose order online tool bag (green button).

**What if I am new to Seminole County?**

It may take some time for SCPS to set up all new/incoming teachers' employee records. Once you have *received your SCPS ID number and your T4SS* can verify employment and add you to our database.

**Can I bring someone to help me shop?**

T4SS has a strict **NO GUEST** policy, this includes children. We are unable to make any exceptions. Please plan accordingly! If you should require assistance to shop, we have staff/volunteers available to help.

**May I take things for my own children if they attend a monthly school?**

All product is for the teacher's classroom students **ONLY** and not their own children. This would be considered personal use and a direct violation of T4SS shopping policies.

**May I bring my teaching assistant paraprofessional with me to shop for our classroom?**

Unfortunately, not. They would be considered a guest.

**Can I shop for someone else?**

Due to the large number of teachers served, it would not be possible for us to track individuals shopping for others. Only eligible personnel can shop.

**When can I shop?**

We are open for shopping Tuesdays & Wednesdays from 1:00pm to 6:00pm & the one Saturday a month from 9:00am to 2:00pm. **You must make an appointment before your shop day.**



**For more information, please e-mail TOOLS 4 SEMINOLE SCHOOLS**

**[T4SS@scps.k12.fl.us](mailto:T4SS@scps.k12.fl.us)**

**We are located at the Airport annex, 1780 W. Airport Blvd. Sanford**

**ALL information can be found on our foundation website @ <https://foundationscps.org/t4ss-teacher-information/>**