

Chadds Ford Elementary: *School Store Daily Operations Procedure*

8:40 AM – sign in at the school office and put on a nametag. Tell Cindy Poe that you are there for school store. She will give you a zippered pouch and the elevator key. **These instructions should be in the pouch so no worries if you forget them on your printer! Go downstairs to the school store cabinet which is located at the bottom of the steps. Specifically: from the office, turn right and walk up the ramp toward 3rd/ 4th grade. Make a sharp right at the top of the ramp and go down the stairs on your right. At the bottom of the stairs before you get to the doorway the cabinet is on your right. (Please note that we are using a new cabinet from last year - hopefully this lock works better!!!) The cart is outside of the Ycare room.

Open the school store cabinet using the key with the purple key tag, found inside the zippered pouch. Load the cart with inventory items from the cabinet considering the following:

- Only 5th grade gets mechanical pencils and lead refills.

If you are working for any other grade, do NOT stock the mechanical pencils or lead refills. - Stock only 6-8 items for 3rd grade in order to reduce their shopping time. - **Generally, merchandise is located on the top two shelves of the cabinet and the lower shelves contain mostly re-stocking items.** Items for sale should be clearly marked with a price. **Should not be necessary to utilize re-stocking items, but if you do, put them into containers with proper pricing... **Someone else will generally re-stock, so you should not need to do more than grab one or two things if you have very little inventory.

Also **take the money box from the cabinet and put it on the cart.** The moneybox should contain only coins. The zipper pouch from the office contains a pouch with \$30 in ones to use for making change if needed. The box contains lots of loose change.

8:45-8:50 AM – Lock the cabinet. Use the other key in the pouch with the red key tag to open the elevator and take it to the first floor if you are selling to third or fourth graders and to the second floor for fifth grade. For third grade, park the cart across the hallway from Mrs. Whitman's class. For fourth, park the cart at the other end of the hallway closer to the 4th grade classes. 5th grade can be set up between Mrs. Conover's classroom and Ms. Doyer's classroom.

8:50 AM – “Borrow” a desk or even a chair from outside a teacher's room. Place the desk or chair near the cart and set up the cash box on the desk. Children will choose merchandise from the cart and come to the desk in order to pay. If you have time, you could borrow a second desk, and set it up right next to the cart, spreading out some inventory from the cart onto the desk, in order to give the children more space to shop.

8:55 AM – Open for business. Mind the following school store policies:

- Children must “unload” their backpacks in their classrooms and follow their morning routines before shopping.
- Children may not shop unless they have money. All children should show you their money as they approach the cart. If they do not, you should ask to see the money. If they have no money, they can ask you to hold an item, but should not spend much time near the cart, unfortunately – see history of shoplifting below.
- Shop politely – no shoving, no stealing, etc.
- Children may not loan each other money or buy items for each other. (this is related to a school policy about exchanging personal belongings).
- We have a \$5 shopping limit, lifted on specific occasions such as the 5th grade locker sale.
- Children should make their choices and physically move away from the cart in order to give everyone a chance to shop. Parents working the store can facilitate this process.
- We must have the children back into their classes in time for morning announcements.

To that end, keep an eye on the time and try to warn the children around 9:05, when only a few minutes remain before the 9:10 bell.

- Shoplifting: Should a child take an item from the store and walk away from the cart without paying (stashing the item in a pocket), first try to stop the child. If they pay immediately, chalk it up to just “storing” the item to free up their hands (also check with the other volunteer in case the child paid him/her instead). However if they give you a hard time and / or simply leave, you must follow the child to his or her classroom and engage the teacher to see what the child put in his / her pocket. Should you find the item was truly stolen, be sure the child’s teacher is aware and bring the child directly to the principal’s office. Shoplifting was a big issue years ago, but our rules about not shopping without money seem to have addressed this. The principal made it clear that children who successfully shoplift at a young age tend to try worse crimes later, so please take this seriously – even if you know the child. Give him or her every opportunity to not actually go through with the theft and then let it go – but if they do steal something, it is truly best for them long term for you to address the issue.

9:10 AM –

-“Close” the store.

- Return the cart to its storage location outside the YCare room.

- Unload the inventory back into the school store cabinet. - Make sure there are \$30 worth of \$1 bills in the envelope that is **in the pouch**, and then put the money box back into the cabinet.

- LEAVE THE COINS IN THE COIN BOX! :)

- Count the remaining **paper** money (and face it all the same way if you can – if we don't do this step, the PTO treasurer has to do it for us before she deposits the money).

- Put the money in one of the small manila envelopes in the pouch. If the pouch has no envelopes in it, look in the very bottom right corner of the school store cabinet.

- On the envelope write the following: Names of the people who operated the store that day, dollar amount of what's inside, date and grade. - Put the envelope with the cash for the day in the zippered pouch.

Return the pouch and elevator key to Mrs.
Poe.

Thank you so much for your support of school
store!!

Call Kara Hyman 302-438-1508 (C) any time with questions.