

Child Care Action Council
3729 Griffin Lane SE
Olympia, WA 98507
360.878-7319
blockfestcoordinator@gmail.com

BLOCK FEST 2017-18 SITE REQUEST AND PLANNING INFORMATION

Block Fest is a traveling block building extravaganza for young children (8 months to 8 years) and their parents. You can view the exhibit at www.ccacwa.org. Click on the "What We Do," and then "Community" tab. If you would like to host Block Fest in your community, please complete all **shaded areas** on this form.

Host agency/organization: _____

Billing Address _____

Contact person: _____ Title: _____

Phone _____ Fax: _____

E-mail _____

Other partner agencies/organizations: _____

PROPOSED BLOCK FEST Exhibit Date(s): _____ **Time(s):** _____

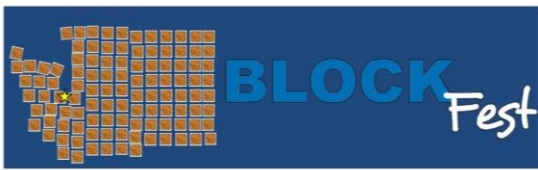
Location/facility: _____

Address: _____ County: _____

Handicapped accessible? yes no

We suggest that at least one individual who will oversee the Block Fest event in your area participates in training that can be arranged with the coordinator OR attends another Block Fest event to see it in action. We strongly recommend that this individual is there for set-up or pack-down so they experience the process. Coordination is also available, costs vary depending on length of the event and distance from the Child Care Action Council.

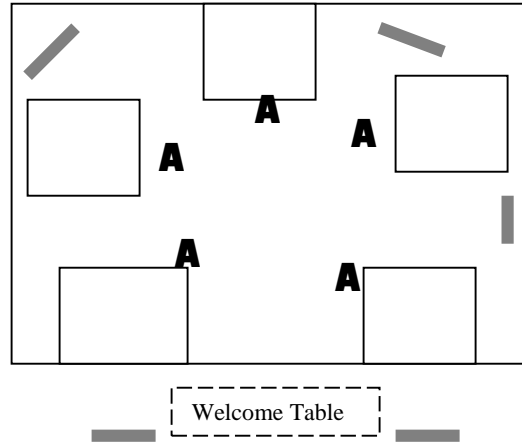
QUESTIONS: YOU MAY EMAIL THE BLOCK FEST COORDINATOR AT BLOCKFESTCOORDINATOR@GMAIL.COM OR CALL ANNIE AT 360-878-7319



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SPACE REQUIREMENTS: Block Fest consists of 5 block building stations, each of which requires an 8X10 space, with 3-4 feet between stations. A complete instruction manual included in the exhibit outlines all details about the set-up. See below for a sample illustration in a room approx. 40' x 24':

Stations can be arranged in a circle as shown, or in any other formation that fits your space. In addition to the stations, there are 5 free-standing banners (3'wide x 8' tall [—]) that are best positioned near a wall and 5 free-standing A-frame signs (18"wide x 3' tall [A]). Each 8'x10' station is defined by 20 (2'x2') foam flooring squares that link together.



YOUR AUDIENCE: Your Block Fest will be available to:

- Early childhood educators and their participating children and parents
- Other community members
- Other groups: (list: _____)

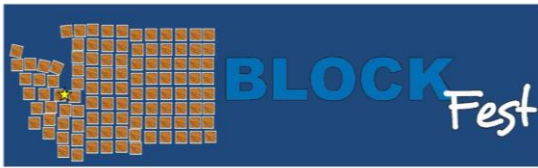
CAPACITY: To assure the safety of the participants, **no more than 40 children (plus their parents or accompanying adults) should be using the exhibit at any one time.** Larger groups can be accommodated by scheduling one hour time slots for groups in succession. It is recommended that a 30 minute clean up and exhibit/volunteer refreshing be allowed for between groups.

How many children to you estimate accommodating at Block Fest? _____
Ages? _____

If more than 40 children are expected, what are your plans to accommodate everyone?

VOLUNTEERS NEEDED

- Set-up and inventory: 2-3 people for about 1 hour.
- Station attendants: 5 people - 1 volunteer per station to monitor and facilitate child and adult's play and learning. Small groups (fewer than 20 children) can get by with fewer volunteers.
- Take down, inventory and pack up: 2-3 people for about 1.5-hours.



HOST RESPONSIBILITIES

RETURN BLOCK FEST IN GOOD CONDITION. It is the responsibility of the host organization to return **all** pieces of the Block Fest exhibit **clean, in good condition and packed per the instructions**.

- If pieces are missing or damaged when the exhibit is received, the host site should contact the office immediately to see if arrangements can be made to replace the parts before using the exhibit.
- Programs will be sent an invoice for any damage up to \$50 beyond normal wear and tear. Items exceeding \$50 will be covered by our insurance with a \$50 deductible. Sites will be sent an indemnity clause for signature releasing Child Care Action Council from liability caused by the exhibit.
- Finally, we require the host site to complete a brief feedback form with number of children and families reached, upon completion of the exhibit.

TRANSPORTATION: The exhibit is stored in Olympia. The host organization must arrange for transportation of the Block Fest exhibit to/from their site in a secure manner. A minivan with all back seats removed, a step van, or a large pick-up with a cap on top can accommodate the exhibit (7'x3'x4', approx. 100 cubic feet). Open trucks are not acceptable for transport. **Host sites must have safe, secure storage for the exhibit before and after they use it.** CCAC can provide transportation at an additional cost.

EVALUATIONS: To be accountable to our grantor we ask that all programs implement the simple evaluation card and return them to our office. Parents complete the card in just 2-3 minutes after they participate in Block Fest. It is available electronically to be printed.

The purpose is to help programs provide a fun, early math & science learning experience to young children and families in their programs and communities. Each host program is responsible for:

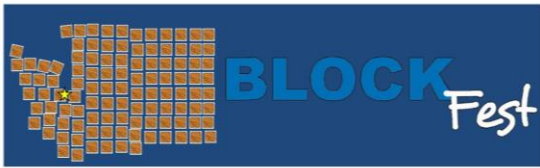
- Transportation of the exhibit to and from your community.
- Staffing for set-up, implementation and pack-up of the exhibit.
- Publicizing their event. (We can provide sample media release and flyer)
- Completing inventory forms, evaluations, and a brief site feedback form following their event.

BLOCK FEST RESOURCES

The Block Fest Block Building Exhibit

Playing and Learning with Blocks: A handbook for parents and caregivers was developed by the University of Idaho Parents as Teachers for parents to use with the exhibit and to extend lessons learned from Block Fest into their homes. This full-color booklet is comprised of 6 double-sided large cards that are bound into a handy reference tool. It gives tips on block learning in the areas of math, science, literacy and general knowledge; the stages of block play and the parent role in block play. This attractive book takes care of the need for multiple handouts that are costly and often thrown away.

The English and Spanish books are available for use as parents are going through the exhibit. If you wish to provide the hand book for parents to take home the books are \$4 each.



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BLOCK FEST HOST PROGRAM AGREEMENT

As a representative of the _____ program (*program name*) I, _____ (*name*) agree that (check each below if you agree):

- We will use the Block Fest exhibit and all of its contents as they were intended.
- We will arrange and coordinate appropriate transportation and storage of the exhibit.
- We will staff the exhibit for safe and optimal learning.
- We have signed the Indemnity Agreement (see below) and will attach a copy of our facility's insurance.
- We will complete and submit the Block Fest feedback form (included in the Set up manual) immediately following our event.

 Signature Title Date

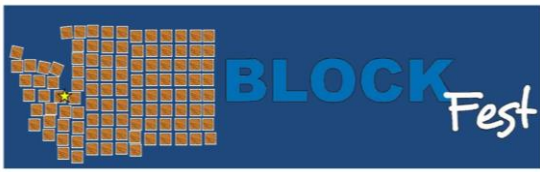
 Print Name

E mail you request to AT BLOCKFESTCOORDINATOR@GMAIL.COM

You will receive a confirmation and any other information as needed.

Block Fest Breakdown of Fees:

Reservation fee	\$50
Parent Ed Books	\$4.00 each
Coordination fee	\$25 per hour
Transportation of materials	<ul style="list-style-type: none"> • Self-transport • CCAC transport • van rental + gas



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Hold harmless agreement for the use of Block Fest equipment

This hold harmless and Indemnification Agreement is entered into by and between The Child Care Action Council (the promisee) and

_____ the entity requesting use of the Block fest

Equipment (the promisor) on this day of _____ in Olympia WA .
 The promisor desires to rent the promisees Block Fest Equipment for the purpose of a child

family learning event on _____ (date) at _____
 (location or premises).

The intent of this agreement is to indemnify the promisee from and claims arising from use of the Block Fest Equipment.

The promisor will indemnify and hold harmless the Promisee from and all claims, actions, and judgments including all costs of defense and attorney fees. Incurred in defending against same arisen from and related to the use of Block Fest equipment. The Promisor's actions include the acts of the promisor's volunteers or staff.

In the event that any claim or suit is brought against the promise with the scope of this agreement the promisor shall pay for all legal council chosen by the promise to defend against the same.

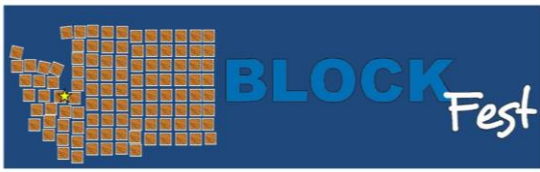
 Child Care Action Council representative with authority to sign

 date

 Agency representative with authority to sign

 date

- **A copy of proof liability insurance** is required prior to checking out Block Fest Equipment. Please scan and email proof of insurance to blockfestcoordinator@gmail.com



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BLOCK FEST WASHINGTON BUDGET TEMPLATE

Agency: _____ Phone: _____

Contact person: _____ E-mail: _____

Address: _____

City, State: _____ Zip: _____

(1) Parent Education Books

of books _____ @ \$4/each **Total:** _____

(2) Booking Fee

of days _____ @ \$50/day **Total:** _____

(3) Training & Event Coordination

Someone at my site has previously received training and hosted an event and I will NOT need an event coordinator.

I will need training & coordination for this event.

of hours _____ @ \$25/hour **Total:** _____.

(4) Transportation

I will transport the exhibit.

I want the coordinator to transport the exhibit and will pay for the cargo van rental and gas.

Total:

(1) Parent Education Books	\$
(2) Booking Fee	\$50.00
(3) Training and Event Coordination	\$

Amount due:

(4) Please Note: Any transportation fees, including van rental & gas will be billed after the event.