



Thurston Early Childhood Coalition
 C/O Child Care Action Council
 PO Box 446 Olympia, WA 98507
 360.786.8907 x142
 blockfest@ccacwa.org

BLOCK FEST 2009 WASHINGTON SITE REQUEST

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.blockfestwa.org. If you would like to host Block Fest in your community, please complete all **shaded areas** on this form.

Host agency/organization: _____

Address: _____

Contact person: _____ Title: _____

Phone _____ Fax: _____

E-mail _____

Other partner agencies/organizations: _____

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

Location/facility: _____

Address: _____ County: _____

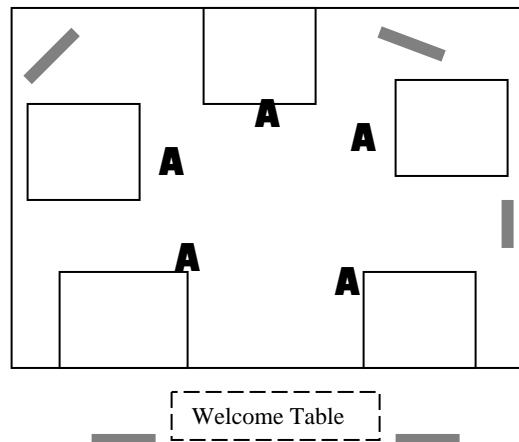
Handicapped accessible? yes no

We require that at least one individual who will oversee the Block Fest event in your area attends a "train the trainer" event OR 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 free of charge within Thurston and for \$210/day outside of Thurston.

Have you attended a Block Fest event or training? Y/N Date: _____

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 squares that link together.





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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 1.5 hours.
- 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 1.5-2.5 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.**

- The host organization will submit a report (pre-inventory) of the exhibit condition when they receive and unpack it. It must be faxed upon receipt of exhibit, and another report faxed when it's packed up.
- 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 West 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.**

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



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participate in Block Fest. It is available electronically and can be printed on a 5 ½ x 8” card. We will tabulate the results and send them back to you.

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 is available to the members of Thurston Early Childhood Coalition and affiliated programs free of charge. Other programs can reserve the equipment for a small reservation fee, please see the end of this form for fee information. Some **scholarships** are available to pay for all or part of events for sites that show extreme need, i.e. serving primarily low-income or homeless families in rural locations. Contact the Thurston Early Childhood Coalition Block Fest Coordinator for more details about costs and funding.

Is your site interested in joining the TECC? Members pay yearly dues of \$24 plus contributing their time to monthly meetings and demonstrating a commitment to collaborating on early learning outreach and advocacy projects in Thurston County. Plus, they host Block Fests free of charge!

Playing and Learning with Blocks: A handbook for parents and caregivers was developed by the University of Idaho PAT 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.

Because parent education is a key component of Block Fest, we require that you provide one book to each family. Thurston Early Childhood Coalition members and affiliates will receive books free of charge. Scholarship money can go towards parent books as well.

The hand book *is* available in Spanish. Please indicate how many books you require in Spanish: _____

We will purchase handbooks (Playing & Learning with Blocks) for our event:

books _____ @ \$4 Total: \$ _____ (you will receive an electronic confirmation of any orders).

Book rate shipping is acceptable (no extra charge)

We will pay for priority rate shipping

Please send a **check or PO for the books and the user fee.**

Shipping/billing name and address for books (no P.O. Boxes., please):



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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 will fax the inventory sheets when we receive the exhibit and before we send the exhibit on to the next host site. (360.786.8960)
- 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

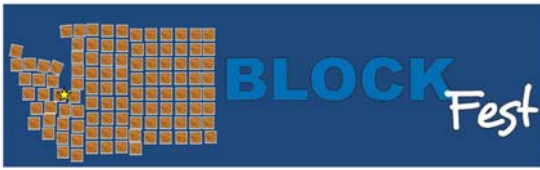
 Print Name

FAX your request to Child Care Action Council at 360-786-8960. You will receive a confirmation and additional resource materials.

Block Fest Breakdown of Fess:

Organization type:	TECC member	Non-TECC member inside Thurston county	Non-TECC member outside Thurston county
Reservation fee	None	\$50	\$50
Parent Ed Books	None	\$4.00 each (40 participants/session=\$160/session)	\$4.00 each (40 participants/session=\$160/session)
Spanish language parent books	None	\$4.00 each (as needed)	\$4.00 each (as needed)
Coordination fee	None	None	\$210 (Unless already hosted or trained)
Transportation of materials	Provided by hosting agency. (non-profit van rental \$30)	Provided by hosting agency. (non-profit van rental \$30)	Provided by hosting agency. (non-profit van rental \$30)
TOTAL:	Transport only	≈\$210 + transport	≈ \$420 + transport

You can contact the Block Fest Coordinator to determine if your site is affiliated with a TECC member.



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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 Thurston Early Childhood Coalition/ 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.

_____ TECC 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.