

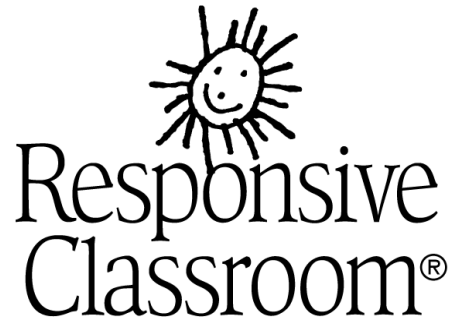
To whom it may concern,

Thank you for your interest in hosting a Responsive Classroom Summer Institute. We would like to explore the possibility of holding an institute in your area. We select our host schools carefully, taking into account both the interest in the surrounding area and the physical make-up of the school itself. Enclosed is a sample of our Host Agreement. It is the document which outlines the summer institute materials and space requirements.

There is no deadline to apply, but each year we choose our final host sites for the following summer by **October**. I am already in the process of gathering details about possible sites for summer 2013. Part of this packet is a checklist that details some of the attributes we look for in a host location. Consider the questionnaire the official application and it will give me some information about your school's physical characteristics and the spaces that may be available. Please fill it out, add a floor plan and any other information you think is pertinent, and return it by email, mail, or fax. If you have any questions, you can contact me using the information below.

Sincerely,

Laura Schlaikjer
800-360-6332 ext. 152
laura@responsiveclassroom.org



INSTITUTE HOST AGREEMENT

Overview

Thank you for your interest in hosting a *Responsive Classroom* Institute. This document outlines your responsibilities as a host site, please read this document carefully.

As the host school, you will receive five (5) free tuition enrollments in the institute. In addition, your school food services are given the option of providing the catering needs for the institute and being reimbursed at a fair market rate.

If you are a non-school host site and will not be taking advantage of the free tuition enrollments, arrangements will be made for rental of your facilities.

Host School Responsibilities

1. Provide necessary spaces and equipment.

Provide an institute environment that is welcoming, comfortable, accessible, and attractive for the teachers who are coming from all over the country to visit your school. We ask that you leave some children's work in the hallways and on the walls of the institute classrooms. We do understand that during the summer months your school may be engaged in a cleaning schedule but ask that you do whatever is necessary to accommodate your visitors and the institute. We require that the school building be compliant with the most recent guidelines in the Americans with Disabilities Act.

We will need space and equipment to run our institute for approximately 150 participants. Each day we begin together for about 30 minutes, and then spend the majority of the day in sections of 25–30 people each. There are certain requirements for Full Group Spaces and Classroom Spaces. **We usually require 12 classrooms**, so please plan for that. (It's possible that we will end up needing fewer than 12 rooms; we will let you know the exact number before the end of the school year).

Full Group Spaces

One large gathering space to accommodate 150 adults. This space will be used for the institute opening, the daily singing, the display of products and the morning refreshments. It may also serve as a lunchroom. This space is best when it is an "All Purpose Room" or a cafeteria. We will need:

- Adult seating with tables for 150 adults
- 4 (6' or 8') tables for products
- 3 (6' or 8') tables for morning refreshments and catered lunches
- Amplification system.
- Overhead projector or LCD projection system and screen
- 1 chart stand—we will provide chart paper
- Air conditioning, either central air or rental units which we can help arrange

Registration Space

On Monday only in or near the full group gathering space:

- 1 or 2 (6' or 8') tables for registration
- 1 table for nametag-making

Note: Registration happens only on Monday and products are not on display until Tuesday, so registration tables can be reassigned for product sales after the opening. One nametag table may be needed throughout the week.

Air-conditioned dining space for continental breakfasts (Monday–Friday) and lunches (Monday–Thursday). This space can be the same as the one used for large gatherings. Buffet tables should be double sided. *We will need 150 adult-sized seats.* Outdoor picnic tables, although not necessary, are greatly appreciated!

Classroom Spaces

Institutes are organized into sections by grade level. Each section has up to 28 participants and requires 2 classrooms. Plan on providing 12 classrooms, which is space for 6 sections.

Each section will need:

- A circle of 30 adult-sized chairs in the first room
- Several tables for small group work for at least 30 adults in the second, adjacent room
- A chart stand/instructional easel with a lip for writing utensils in both rooms. We provide the paper for the chart stands
- Air conditioning in both rooms

2. Provide necessary classroom materials.

Required in each section:

- LCD projector and screen or Smartboard
- DVD player and monitor

Before the end of your school year we will confirm the number of sections at each grade level so that you can collect the necessary materials before your teaching staff packs up their materials for the summer.

3. Provide certain designated services. A partial list of these services includes:

Arranging for a school staff member to meet NEFC staff at the school building on Sunday afternoon before the institute. The school staff member needs to be able to open the building by noon on that Sunday and to lock the building, generally before 5:00 p.m. on that same day. This staff person is expected to remain on site during the time that the Presenters are preparing the site for the institute.

Having sufficient school staff on hand (generally between 3–5 staff members) to help unpack institute materials, set up institute spaces and have necessary classroom materials ready to bring to each presenter’s section on Sunday.

Having 2–3 school staff members arrive at 7:30 a.m. on Monday morning to help with registration.

During the week, having a school staff member provide support for NEFC presenters in their individual sections (daily clean up, relay messages, etc.).

Helping on Friday with clean-up, packing, and the NEFC van-loading. The institute ends at 12:30 p.m. on Friday. Your staff member(s) helping with clean up should plan to leave the school no earlier than 2:00 p.m.

It is understood that any school staff member who is providing any of these or other designated services is an agent or employee of the school, and not of NEFC, and as such the school agrees to indemnify and hold NEFC harmless for any damage, liability and expense, including reasonable attorney’s fees incurred by NEFC on account of the provision of the designated services.

4. Provide Catering Information or Support.

The host site will be given the option to submit a quote to provide catering services for the week. If your cafeteria staff would like to provide the institute’s meals they must organize, purchase, set up, serve and clean up breakfast Monday through Friday and lunch Monday through Thursday. They should plan to serve approximately 150 people for the week. Please provide the Food Services Contact on the signature page of this agreement. They will be contacted by the workshop coordinator to submit a price quote. The final decision for catering will be made by NEFC. If your school is not providing the catering, please provide a list of recommended local professional caterers.

5. Provide a list of recommended local accommodations, hotels, motels, and bed and breakfasts.

6. Provide NEFC with directions and a map to the school building(s).

7. Provide NEFC with a floor plan of the school building(s).

8. Provide for incoming emergency calls and outgoing local or credit card calls and fax communication and photo copying. NEFC will reimburse for any copies made.

9. Provide an on-site building contact person who will be at the school site each day of the institute week.

Responsive Classroom[®]

RESPONSIVE CLASSROOM[®] SUMMER INSTITUTE HOST SCHOOL INFORMATION FOR SUMMER 2013

The following information will help us determine if your site would be suitable for a *Responsive Classroom* Summer Institute. Please include a floor plan of the school.

School _____

Contact (Mr./Mrs./Ms./Dr.) _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ ext. _____ Fax (____) _____

Email address _____

Summer 2013 dates available (Sunday 12 p.m. through Friday, early afternoon):

Please circle all available dates and write your top three choices below:

June 6/9 6/16 6/23

July 7/7 7/14 7/21 7/28

August 8/4 8/11 8/18 _____

We have a separate (please circle all that apply):

Cafeteria Gymnasium Library Auditorium Other large gathering space _____

_____ (#) regular classroom spaces available for summer use

_____ (#) LCD projectors

_____ 6 or more DVD players and monitors (combo okay)

_____ 6 or more chart stands/easels

_____ a microphone and sound system for the large gathering space

We are fully air conditioned yes no

We are partially air conditioned (please explain) yes no

We can help NEFC arrange to rent window air conditioners for institute classrooms yes no

Other notes about air conditioning? _____

We have a large playground area (please circle details) yes no
Playing Fields Grassy Area Playground Equipment

We have adequate parking for 100 cars yes no

Other public transportation info: _____

We can provide chart stands and other teaching materials yes no

We have at least 200 adult-sized chairs available yes no

We can provide for services listed in the host agreement yes no

We have a working elevator yes no

Our cafeteria staff would like to perform catering for the week yes no

Are there other summer programs in the building? yes no
Please describe _____

There is convenient commuter rail service or city buses to our location yes no

The closest airport serving our school is _____, which is _____ miles from our school.

Other information that might be useful to NEFC in planning institute locations (you may attach other pages).

Please return this form by email, mail, or fax:

laura@responsiveclassroom.org

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