

Responsive Classroom®



Thank you for your interest in hosting a *Responsive Classroom* or *Developmental Designs* summer institute. We choose our summer institute host sites each year between October and November. We select our host schools carefully, taking into account both the appeal of the surrounding area and the physical make-up of the school itself. Attached is a description of the responsibilities and requirements of potential institute hosts and a checklist to help us assess your site.

Completing the checklist of host location attributes will provide some information about your school's physical characteristics, and about the spaces available at your site. Please fill it out, add any other information you think is pertinent, and return it by email, mail, or fax. Questions can be directed to:

ORIGINS
3805 Grand Avenue South
Minneapolis, Minnesota 55409
612-822-3422 | 800-543-8715 Fax: 612-822-3585
origins@originsonline.org

Institute Host Agreement

Overview

Thank you for your interest in hosting a *Responsive Classroom* or *Developmental Designs* summer institute. Please carefully read this document, as it outlines your responsibilities as a host site.

As the host school, you will receive up to five (5) free tuition enrollments in the institute (1 credit per 25 participants). In addition, your site's food services are given the opportunity to provide the catering needs for the institute.

Host School Responsibilities

1. Provide necessary spaces and equipment.

A summer institute host location should provide an environment that is welcoming, comfortable, accessible, and attractive for the teachers who are attending the training. We ask that you leave some students' work in the hallways and on the walls of the classrooms used for the institute. We do understand that during the summer months your school will be engaged in a necessary cleaning schedule, but we ask that you do whatever possible to accommodate the visiting educators and the institute.

We will need space and equipment to run an institute for up to 200 participants. Each day we begin with a full group gathering that lasts about 30 minutes, and then we spend the majority of the day in sections of 25 people each. Therefore, we need both full-group and classroom spaces. Before the end of the school year, we will let you know how many total classrooms we will need. Plan to allow use of up to 16 classrooms during the institute.

Full-group space requirements

- One large gathering space to accommodate 200 adults. This space will be used for the institute opening and the daily gatherings
- Dining space for participants to be served and eat continental breakfasts and lunches
 - Adult seating with tables for up to 200 adults
 - 3 (6' or 8') tables for morning refreshments and catered lunches
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- Space and equipment to display or sell books
 - 4 (6' or 8') tables for books

The above listed spaces may be combined; often the cafeteria is large enough

- An amplification system
- LCD projection system with internet access and screen
- 1 chart stand (We will provide chart paper.)

For the registration space, in or near the gathering space, we will need (Monday only):

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

Note: Registration and nametag-making happens only on Monday, so registration tables can be reassigned as books tables.

Classroom space requirements

Institutes are organized in grade-level sections, with each section having up to 25 participants. Plan on providing space for 8 sections. We will use 2 classrooms for each section, up to a total of 16 classrooms.

Each section will need:

- A circle of 25– 30 adult-sized chairs in one room.
- Tables and chairs for small-group work for 25–30 adults in the second, adjacent room.
- A chart stand/instructional easel in both rooms. We provide the paper for the chart stands.
- Air conditioning in both rooms.

Most sections will need access to equipment to play a DVD.

2. Provide support services. A partial list of these services includes:

School staff member(s) to:

- Meet Origins staff at the school building on Sunday afternoon before the institute and helps Origins staff set up spaces prior to the event
- During the institute—open the building at a prearranged time; remain on site throughout the day as a contact person; provide support for institute staff by helping with daily cleanup, relaying messages, troubleshooting any facility problems, and problem-solving administrative issues
- On the Friday of the institute—help with cleanup, packing, and loading the van. The institute ends at 12:30 PM on Friday. Your staff member(s) helping with cleanup should plan to leave the school no earlier than 2:00 PM.

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 Origins, and as such the school agrees to indemnify and hold Origins harmless for any damage, liability, and expense, including reasonable attorney's fees incurred by Origins on account of the provision of the designated services.

- Provide Origins with a floor plan of the school building(s).
- Provide catering information or support. The host site will be given the option to submit a quote for providing catering services for the week. If your cafeteria staff would like to provide the Institute's meals, they must also organize, purchase, set up, serve, and clean up breakfast Monday through Friday and lunch Monday through Thursday. They should plan to serve up to 200 people for the week. An actual number will be provided a week before the institute begins. Please provide your food services contact information on the signature page of this agreement. This person will be contacted by the institute administrator to submit a price quote. The final decision for catering will be made by Origins. If your school can not provide the catering, please provide a list of recommended local professional caterers.
- Provide a list of recommended local accommodations, hotels, motels, and bed and breakfasts.
- Provide for incoming emergency calls, fax communications, and photocopying. Origins will reimburse \$.05 for any copies made.

Responsive Classroom/ Developmental Designs
Summer Institute Host School Information for Summer 2012

The following information will help us determine if your site can accommodate a *Responsive Classroom/Developmental Designs* summer institute.

School _____

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

Address _____

City _____ State _____ Zip _____

Phone (____) _____ ext: _____ Fax (____) _____

Email address _____

Summer 2012 dates available (includes Monday morning to Friday, early afternoon, as well as the Friday or Sunday before for set-up):

June	6/4	6/11	6/18	6/25	Please circle all available dates and write your top three choices below:
July	7/9	7/16	7/23	7/30	
August	8/6	8/13	_____		

Please circle below all available separate spaces:

Cafeteria Gymnasium Library Auditorium Other large gathering space _____

Number of regular classroom spaces available for summer use _____

Equipment to play DVDs:

Number of DVD players and monitors _____

Number of LCD projectors and screens _____

Number of available chart stands _____

Microphone and sound system for the large gathering space yes no

We are fully air conditioned yes no

We are partially air conditioned (please explain) yes no

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

We have a large playground area
yes no

The playground area includes:

Playing fields yes no

Grassy area yes no

Playground equipment yes no

We have adequate parking for 100 cars
yes no

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

We can provide for designated services
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: _____

Please include a floor plan of the school.

Other information that might be useful to Origins in planning institute locations. (You may attach additional pages):

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