



INSTRUCTIONAL EQUIPMENT REQUEST

Due in Dean/Unit Head's Office on September 19, 2011 (FALL) and March 1, 2012 (SPRING)

The Definition of Instructional Equipment can be found in the California Community College's Budget and Accounting Manual. A copy of these definitions is on the PBC webpage: http://grapevine/pbc/InstructionalEquipment.php

Name of Requestor: Corinna Calica

Division/Unit : Child Development Center/BCATSS

Brief title of request (equipment or materials being requested must be similar, related or part of a system. Physical Education Equipment/Teaching

Request amount (unit cost and total cost including tax and shipping. Please include all costs including installation, modification to existing facilities to accomodate new equipment, etc.): This should come from the vendor quote

Table with 2 columns: Item (s) cost, \$ and handwritten values: 10,005.73, 875.50, 1,243.99, Total Cost 12,125.22

Attach copy of quote(s), estimate(s) and requisition(s): (Must attach quote & requisition; absence of either will delay processing)

Brief description of specific equipment or materials requested and what they will be used for: (include the # pieces being requested; i.e.: 10 crayola crayons, sky blue, etc. in 250 words or less)

Request for one (1) Spark Early Childhood Premium Set, two (3) Mirrorlite Wall Mount Glassless MEGA Mirror (96 x 120 x 1 7/16), and two (2) Softstages Floor Mats for Motor Development and Physical Education equipment for Early Childhood Students to utilize as course tools and class projects in teaching young children. Item Cost \$ 10,005.00 Tax \$ 875.44 Shipping \$ 1,214.63 Installation \$ 0 Facilities Modification \$ 0 Other \$ 0 TOTAL COST \$ 12,095.07

Is this in your Program Review? Yes [] No [x]

The Early Childhood Department believes in increased student understanding and "real life" learning application in order to learn and hone child development skills in a meaningful and lasting manner. The Early Childhood Department will also be implementing a currently mandated issue from the State concerning the reduction of childhood obesity among young children. Student understanding and application of current events and cutting edge research will be taking place with this requested items. Implementation of such items will benefit the student's learning process and the health of the young children they teach. We will maintain and provide the necessary learning furniture, fixtures, equipment and supplies for our laboratory program (child development center). These could include items such as computer software related to managing who can access the lab and child enrollment, program files, outreach/marketing materials, handbooks, children's supplies, etc. While this is a new lab program, the FFE has been developed for the past 2 years and now that the lab has opened it has to be maintained. It is uncertain whether the bond will cover all the other necessary items.

Is it a replacement? Yes

Upgrade? Yes

New technology? Yes

Please explain?

The Child Development Center is licensed through the California Community Care Licensing, Department of Social Services, Title 22 (License # 013420889). The CDC lab school contains seven (7) spacious children's indoor and outdoor classrooms where Las Positas College students can demonstrate interactive teacher training and child observation, with a total capacity of serving 132 children from 18 months old – 5 years old. Being a model demonstration school for eastern Alameda County, the Child Development Center will implement high quality early education teacher-child ratio and staff qualification regulations by the California Department of Education, Child Development Division, Title V. The CDC also implements cutting edge research and best practices in the field of child development as a model for the Tri-valley community to observe.

Having a Music and Movement Facility for teacher lesson plans and curriculum training is indicative of a comprehensive early education program that addresses the current State push for reduction of childhood obesity. Having the proper and safe equipment for gross motor development enables the student teachers to implement current State mandate and a diverse array of physical education activities for young children to learn and apply.

Following is the evaluation criteria; please see corresponding Instructional Equipment Rubric.

Instructional and Service Impact

How will this item have a positive impact on instruction and/or teaching and learning in the classroom? Is this for use by the instructor or students, or both?

All items sought have been intentionally planned to meet the educational needs of students in learning in a high quality lab environment in order to model best teaching practices and classroom set up. The laboratory component of the ECD program cannot function without these materials. The current Early Childhood Development Department at Las Positas College offers an occupational and transfer program that now fully integrates both theoretical and practical coursework to deepen understanding of children, their families, and the teaching and learning process. The brand new Las Positas College Child Development Center serves as a model demonstration school and a positive contribution for the Tri-Valley area demonstrating first-hand implementation and application of high quality early education and responsive care, as well as function as a child development Training Facility for Early Childhood Development Majors. The early childhood development courses, and the Child Development Center practicum training, are designed to prepare students for employment working with young children.

Las Positas Community College Child Development Center functions as a dynamic model for teaching and learning. As an innovative, field-based teaching site, Las Positas College Child Development Center blends curriculum development and professional outreach to support the changing needs of the communities, administrators, teachers, and adult learners it serves. Having "hands - on" gross motor equipment to use and manipulate, such as intentional physical education equipment, encourages adult learners to use their five senses and overall physical modalities to conduct required ECD projects as they educate and interact with young children. Learners of differing abilities and backgrounds will be encouraged to enroll in courses utilizing the Child Development Center with a Music and Movement Facility in place, in order for these adult learners to decide and determine their inclinations and skill level to teach and work with young children. With a current State push to reduce childhood obesity in public school systems, high quality physical education materials are needed by ECD student teachers to plan and implement projects that encourage childhood physical activity. Instructors and students will both be utilizing the Las Positas College Child Development Center as a fully-equipped and cutting-edge child study instructional facility demonstrates LPC's continuing commitment to excellence, respect for diversity, emphasis on creative thinking, attention to social and global responsibility, increased adaptability to change, and dedication to creating a community of life-long learners.

Impact on Enrollment

Will the equipment impact enrollment, attract or increase the number of students participating in a course or program?

General education day students enrolled in Early Childhood courses as a requirement or as an elective will experience the rich and student-supported learning environment for observation or active participation with fully-equipped classrooms. General education students who would like experience training and working with our youngest campus population, toddlers and preschoolers, in the Center will have real and tangible opportunities to decide, interact and determine their learning inclinations for teaching and working young children. General education students will also be enlightened by the compliance of the LPC Early Childhood Development Department and Child Development Center to the State-required mandate to reduce childhood obesity among young children.

Sensitivity for teaching our youngest population, toddlers and preschoolers, will be recognized as a viable option by the members of the Division. Students of other disciplines can take ECD courses as an experiential or determining factor to their future careers. With prior Department approval, supervised visits by professors of other disciplines and their students can be conducted for observation or participation. Instructor-required student-friendly projects by the ECD discipline, such as physical education exercises and sessions, will be used and implemented in the Child Development Center for overall healthy learning for student teachers and young children.

Students who major in social science, nursing, occupational or physical therapy, and other related fields have a viable and active training site for their future careers. Training and working in the fully-equipped Child Development Center will help focus students in these majors to specialize in their fields of practice and study. No longer will students needing student practicum experience have to take ECD courses at off-campus sites (such as Livermore Lab or Hacienda Child Study centers). Our very own fully-functional LPC Child Development Center on campus grounds, along with a Music and Movement facility, will give these students comprehensive experience with all the requested equipment.

Student parents or guardians, staff and faculty parents of young children have a safe and high quality equipment for child development services while they study or work, and be assured knowing that their young toddlers and preschoolers are being safely supervised and taught by skilled and knowledgeable staff and student teachers in the on-site fully-equipped campus research facility. Having a child development center on-site, student, staff and faculty parents will gain easier access to their young children from their nearby jobs and classes, and enjoy better gains and efficiency in job and school satisfaction. Having all physical education equipment on-site for the student teachers and children on hand will make for a state-compliant, healthier and well-rounded child development experience.

The Pleasanton-Livermore-Dublin area will have a fully equipped and fully functional child study research facility on the Las Positas campus site, with a Music and Movement facility for young children. As the Child Development Center gains recognition as a "hands on" training facility for potential teachers, many ECD students in eastern Alameda and Contra Costa County will use the Las Positas College Child Development Center as their base for practical physical education teaching experience.

Access

How does this item promote the principles of universal design, by providing opportunities for under-represented populations & accommodate students with diverse learning styles?

The mission statement of the Las Positas College Child Development Center is committed to providing and a quality learning environment that is respectful and inclusive of all young children and their families, students and the Tri-Valley community, and dedicated to supporting the early education teachers, staff, students, and the higher education community in their pursuit of research and professional development.

Las Positas Community College Child Development Center functions as a dynamic model for teaching and learning. As an innovative, field-based teaching site, Las Positas College Child Development Center blends curriculum development and professional outreach to support the changing needs of the communities, administrators, teachers, and adult learners it serves. Having "hands - on" physical education equipment to use and manipulate, such as gross motor development materials, encourages student learners of diverse modalities to use their five senses to conduct required ECD projects as the work and interact with young children. Learners of diverse backgrounds will be encouraged to enroll in courses utilizing the Child Development Center, in order for these adult learners to decide and determine their inclinations and skill level to teach and work with young children. Utilizing the Las Positas College Child Development Center as an effective child study instructional facility demonstrates LPC's continuing commitment to excellence, respect for diversity, emphasis on creative thinking, attention to social and global responsibility, increased adaptability to change, and dedication to creating a community of life-long learners.

A broad range of employment opportunities are available by fulfilling the various certificate and degree requirement when ECD majors graduate. The instructional program provides students with a fundamental understanding of the principles of child growth and development. The Child Development Center will serve as a site where practical experience in the application of these principles will be encouraged. Completion of certificate programs dovetails with the California Child Development Permit as well as the requirements of Community Care Licensing for Title 22 programs. Many early childhood development units are transferable to four-year institutions for elective credit but a counselor should be consulted for specific transfer information.

The Child Development Center provides a local site for undergraduate teacher training and observation, as well as faculty and graduate student research. With the Music and Movement facility in place, it also serves as a model of developmentally appropriate physical education activities, healthy living practices, and relevant standards for the community in parent and family support; early care and education; child health and development; early identification and intervention; equity, access and inclusion; and early childhood policy. All aspects of the program are equally important.

Outcomes

How will this equipment enable or enhance SLOs? What are the consequences related to learning outcomes if request is not funded?

As a start-up, supplemental funding for the new child development facility, the Early Childhood Department and Child Development Center is requesting \$ 12,095.07 for physical education instructional materials funding this project. Fulfilling this need supports the college's mission related to career tech, as the strategic goals of teaching & learning by helping students meet their career needs and best practices. Specifically in our observation and lab experience courses, this equipment will support the course SLOs but as we plan to have most of our courses use the lab in some manner, in truth this equipment will move most ECD students toward meeting their SLOs. The gross motor development materials and equipment for the Tri – Valley's model demonstration school come from leading experts retailer in safe and proper Early Childhood Education products. Quotes for the items needed for each toddler and preschool classroom are attached. Each play item has a limited warranty. Model college and university laboratory schools who comply to state push for childhood obesity reduction have the venue and the equipment to teach and utilize physical education skill teaching.

The curriculum of the Las Positas Child Development Center utilizes a curriculum model that is play-based and emergent. In this type of curriculum, children construct their knowledge by having hands-on experiences, using their five senses, within a safe, supportive and nurturing environment. Children are given real choices and are encouraged to strengthen their understanding of the world through a variety of natural materials and activities. The curriculum emerges with the children's growing interests and skill levels as the year progresses. Student teachers as well are expected and encouraged to use a "hands-on" approach in teaching and caring for young children. They are expected to delve into the activities with children utilizing their five senses. The purchase of health prevention equipment and food preparation materials will dully encourage the theory-to-practice student learning outcomes for participating ECD students.

With the newly-built Child Development Center in place, Las Positas College students will have the opportunity to enroll and participate in Early Childhood Development laboratory or practicum courses within the campus grounds. Or students can enroll in core Early Childhood Development courses and conduct child studies and observations from within campus. An important part of the Early Childhood Development interactive laboratory courses is the required Physical Education Unit with young children. The ECD practicum classes will train students to conduct individual child physical health assessment and individual developmental profiles with children in a group care setting. Students will be required to determine and administer proper and relevant physical activity to young children with state-required time increments. Students will also be required to follow universal health and safety precautions and procedures with young children.

Student teachers will have valuable opportunities to practice or hone their skills at being a Head Teacher in charge of a classroom of young children, with the supervision of their Early Childhood Development faculty, and Center staff. Since early childhood teachers conduct a gamut of responsibilities, such as lesson planning, reading a story to a group, encouraging music and movement activities, conducting cooking and food preparation projects, modeling proper personal care and toileting routines, implementing required child physical activity, extending art experiences, planting a vegetable garden, managing child-to-child conflict resolution, caring for classroom plants and animals, and many more child development-related responsibilities, ECD students will be encouraged to involve themselves in interactive and participatory roles as they train and learn to teach at the Child Development Center.

Total Cost of Ownership (This is an attempt to identify what the ongoing costs of purchasing this equipment will be to the institution)

- a) **What is the lifespan of the equipment? 5 years? 10 years? 20 years?**
- b) **Is there sufficient current/planned space available for the storage and use of this equipment? If so, where will it be housed? If not, is there a proposed location and are there any costs associated with installation or modifications to the space?**
- c) **Are there operating costs and how will they be covered by the department?**
- d) **What will be required to maintain the equipment, such as regular servicing or upkeep? Who will perform maintenance, and what will the estimated costs be?**

We maintain and provide as we see fit the necessary learning furniture, fixtures, equipment and supplies for our laboratory program (Child Development Center). The lifespan of the equipment range from 5 years-15 years. There are no operating costs associated with continuous use of the equipment. The planned space for storage and use of Physical Education equipment is at the Music and Movement Room (Room 2363). The CDC teaching will perform quarterly maintenance of equipment, by examination and upkeep repair, during work hours. Therefore, there are no additional costs involved with the ownership of equipment.

The Spark Early Childhood Program is specifically put together to encourage the participation of teachers and young children to physical education exercises. Spark embodies an ongoing commitment to improvement of the materials and equipment available to early childhood programs. Spark products are the best of many thousands reviewed and tested. They have been played with, manipulated, stepped on, dropped, thrown, thoroughly cleaned, and otherwise tested and abused. Everything is expected to function as designed and to perform well.

Mirrorlite Glassless mirrors are very large perfect mirrors, but are light weight as well as shatterproof. Mirrorlite® glassless mirrors proved to be equal or better in performance to the "first-surface" optical glass mirrors, at a lower cost. Ultimately the Mirrorlite® brand of glassless mirrors made their way into non-optical specialty markets including schools, hospitals, exhibits, architectural, theatrical & dance, consumer, etc where glass mirrors are impractical and potentially hazardous. In performance and function, it combines superior image quality, light weight, safety, ease and economy of installation, properties unique to the Mirrorlite® mirror. Since Glassless Mirror panels are lightweight they are easily transportable and are an ideal choice for non-load bearing applications. Because they are lightweight and shatterproof, Mirrorlite® Glassless Mirror ceiling panels are easy to install and drop right into any standard exposed grid system. Mirrorlite® Glassless Mirror wall panels ship pre-drilled along with mounting brackets for easy installation. Mounting is as simple as has hanging a large picture using a handy cordless screwdriver, negating the high cost of a professional installation. If the panel should become dirty, it is easily cleaned using a non-abrasive, non-fibrous cloth and any common household clear non-abrasive cleaning liquid. The low mass nature and ventilated design characteristics of Mirrorlite® Glassless Mirrors virtually eliminate condensation and fogging and can be used in environments such as bathrooms, kitchens and enclosed swimming pools. They are easy to clean and maintain.

For the Softstages Floor mats, the Environments Research & Development Staff embodies an ongoing commitment to improvement of the materials and equipment available to early childhood professionals. Environments products are the best of many thousands reviewed and tested. They have been played with, manipulated, stepped on, dropped, thrown, thoroughly cleaned, and otherwise tested and abused. Everything is expected to function as designed and to perform well.

Visibility/Profile within Community

Is this a "flagship" item that will bring recognition/notoriety to the College or raise the stature of the program? Will it attract students and/or enhance the image of the College in the community because of its rare, one-of-a-kind status?

With the much-needed early education equipment, the Pleasanton-Livermore-Dublin area will have a fully equipped and fully functional child-study research facility, with a music and movement facility, on the Las Positas campus site. As the Child Development Center gains recognition as a "hands-on" training facility for potential teachers, many ECD students in eastern Alameda and Contra Costa County will use the Las Positas College Child Development Center as their base for practical teaching experience, and learn about the College's Early Childhood Department and its course offerings.

Early Childhood full-time and adjunct faculty will have a rich, varied, and high quality venue for instructing and implementing best practice child development training techniques in a fully-equipped laboratory program. Full-time faculty teaching student practicum courses can train student teachers "on hand" with real child subjects in authentic early childhood settings, practicing real-world issues, such as reduction of childhood obesity. Since the school philosophy is "play-based and emergent, classroom theory and best practices in the field will take place in the classrooms. Daily routines, such as physical health assessments and gross motor exercises, will be conducted by participating ECD students.

With at least fifteen (15) ECD courses taught each semester by the ECD faculty, the Child Development Center will be able to accommodate "theory to practice" and "current ECD issues" outcomes. The director and teachers in the program are selected to have an especially strong background of education and experience in Early Childhood Education, with an expectation of accurate state compliance. They exhibit a standard of positive and relevant adult-child interactions for students to model and from which parents may draw support.

The toddler and preschool programs serve the Early Childhood Department by supporting child development research, providing models of high quality and healthy early childhood education, and offering students the opportunity to observe and teach young children. Classes are offered for children between the ages of 18 months old and five years. The curriculum for each program is planned by the Early Childhood Development faculty, staff and student teachers using a "hands-on" and "emergent" approach to encourage the development of the whole child. The exemplary demonstration programs are provided to offer observation and participatory experiences for Las Positas College students preparing to be early childhood teachers and administrators, and child and family specialists.

Commitment to Sustainability

How does this equipment exceed basic sustainability goals and encourage renewable resources at the College? Is the design/operation of this item in keeping with the College's commitment to sustainable practices?

Sustainability of requested funding items can be accounted for multiple uses of necessary items by the ECD students, young children, center staff, and ECD faculty. Las Positas College's commitment to sustainability will be well - served by these requested funding items. Not only are the requested items a necessary part of the ECD curriculum, theory, and practice, but physical activity is now a requirement by the State to reduce childhood obesity. Physical Activity is also a necessary and vital routine included in the child's daily schedule for Child Development Center. These requested items enhance the goal of LPC keeping to par with other community college districts who already have physical education facilities and equipment.

Health, Safety & Security

Does this equipment address any health, safety & security concerns? If so, please explain below.

The requested physical education and gross motor development equipment does enable and encourage the Early Childhood Development programs to practice good health, safety, and security in comprehensive child development. In fact, funding for the requested items will close the current "gaps" in student healthy practice requirements. Due to the importance of the State's childhood obesity reduction project, the LPC Child Development Center has since forged curriculum partnerships with the Community Child Care Council (4C's) of Alameda County to develop and coordinate healthy living resources to strengthen families and children. The Early Childhood Department and Child Development Center cannot perform the required and necessary duties of reducing childhood obesity without the adequate supply of the requested items per classroom in the laboratory school facility. These health and physical activity equipment are mandatory in the daily operations of a State licensed child development facility with a capacity of 132 young children.

Signatures (required)

(If requesting computer-related equipment/software, LPC IT Department Review is required.)

Corinna Calica

Digitally signed by Corinna Calica
DN: cn=Corinna Calica, o=Las Positas
College, ou=Child Development Center,
email=ccalica@laspositascollege.edu, c=US
Date: 2012.03.09 14:41:50 -0500

Dean/
Unit Head

IT Department Signature

Requested by

Vice President

3/21/12

LPC VP Business/President

LPC Business Office Use (Account Number)



Shopping Cart

Product Name	Remove Product	Unit Price	Qty	Subtotal
 Mirrorlite® Wall Mount Glassless MEGA Mirror 96" x 120" x 1 7/16"	-	\$1,560.00	<input type="text" value="3"/>	\$4,680.00
Continue Shopping Update Shopping Cart				

Discount Codes

Enter your coupon code if you have one.

Estimate Shipping and Tax

Enter your destination to get a shipping estimate.

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- State/Province

- Zip/Postal Code

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Grand Total	\$4,680.00
Subtotal	\$4,680.00

Shopping Cart

Product Name	Remove Product	Unit Price	Qty	Subtotal
 Mirrorlite® Wall Mount Glassless MEGA Mirror 96" x 120" x 1 7/16"		\$1,560.00	<input type="text" value="3"/>	\$4,680.00

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Subtotal \$4,680.00

Grand Total \$4,680.00

Estimate Shipping and Tax

Enter your destination to get a shipping estimate.

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Freight Service

Economy Commercial Zone Delivery

\$415.77

Economy Residential Zone Delivery

\$500.77

Early Childhood Premium List

(Based Upon 36 Children)

(*APPR.)

(*APPR.)

Item	Qty	Unit	Item #	Description	Unit Price	Total
Arrows	1	Set/18	9-009784-201	Directional Arrows	\$ 49.99	\$ 49.99
Bag	1	Set/6	9-030187-201	Bag Mesh Heavy Duty 24x36	\$ 57.99	\$ 57.99
Ball	6	Each	9-1400862 -201	Ball Beach Super Duty 16"	\$ 1.99	\$ 11.94
Ball	18	Set/2	9-1320285-201	FingerLights 10"	\$ 11.89	\$ 214.02
Ball	1	Set/36	9-1390152-201	Fluffballs 90mm	\$ 14.59	\$ 14.59
Ball	36	Each	9-008801-201	Sof-Stuf Balls 4" Softballs	\$ 5.29	\$ 190.44
Ball	36	Each	9-009587-201	Ball Playground Super Safe 7"	\$ 6.79	\$ 244.44
Ball	1	Set/6	9-1004528-201	SuccessBall 6"	\$ 23.99	\$ 23.99
Ball	1	Set/6	9-1004529-201	SuccessBall 8.5"	\$ 29.99	\$ 29.99
Ball/Parachute	1	Set/3	9-008158-201	Float'R Ball Parachute Activity Pack with Inflator	\$ 189.99	\$ 189.99
Balloons	1	Pk/144	9-008320-201	Balloon Round 12"	\$ 17.89	\$ 17.89
Balloon Pump	1	Each	9-022443-201	Faster Blaster Balloon Pump	\$ 4.99	\$ 4.99
Bean Bag	3	Set/12	9-1005654-201	School SMART Nylon Covered Bean Bags 5"	\$ 13.39	\$ 40.17
Bean Bag	1	Set/12	9-1295842-201	VeggieToss and FruitSalad Bean Bag Combo	\$ 26.99	\$ 26.99
Bean Bag	2	Set/6	9-1004582-201	Bean Bag Utility /Sequencing	\$ 18.79	\$ 37.58
Cone	2	Set/6	9-025089-201	Classic Game Cones Color 18"	\$ 64.99	\$ 129.98
Cones	2	Set/6	9-006763-201	6"H Classic Game Cones in Color	\$ 27.99	\$ 55.98
Cubes	1	Set/3	9-009887-201	Foam Move Cubes Set	\$ 28.99	\$ 28.99
Disk	6	Each	9-006272-201	SuccessDisk	\$ 13.49	\$ 80.94
Hoop	3	Set/12	9-005930-201	Hoop No Kink 24"	\$ 57.29	\$ 171.87
Inflator	1	Each	9-1004565-201	Inflator Bi-Directional High Volume	\$ 21.99	\$ 21.99
Jump Rope	6	Set/6	9-018573-201	Jump Rope w/ Knot End 7'	\$ 16.89	\$ 101.34
Paddle	6	Set/6	9-018948-201	Lollipop Paddles 8" Diameter 7" Handle	\$ 42.99	\$ 257.94
Parachute	1	Each	9-1361476-201	Parachute Gripstarchute 6'	\$ 24.99	\$ 24.99
Parachute	1	Each	9-1361477-201	Parachute Gripstarchute 12'	\$ 44.69	\$ 44.69
Parachute	1	Each	9-1361479-201	Parachute Gripstarchute 24'	\$ 131.99	\$ 131.99
Ribbon Hoop	6	Set/6	9-022975-201	Ribbon Rainbow Hoop 24"	\$ 25.99	\$ 155.94
Scarf	3	Set/12	9-1004604-201	Scarf Juggling	\$ 13.39	\$ 40.17
Spot Marker	6	Set/6	9-1005401-201	Spot Markers Utility/Sequencing 10"	\$ 19.99	\$ 119.94
Storage	1	Each	7-024440-201	SUPER GoKart-4	\$ 139.99	\$ 139.99
Storage	1	Each	7-018871-201	Fold-A-Cart	\$ 98.99	\$ 98.99
SHIPPING & HANDLING					Subtotal of unmodified list	\$ 2,760.73
<p>CONTIGUOUS 48 STATES</p> <ul style="list-style-type: none"> Shipping & Handling charges are 15% of the order value. The order value is based on the subtotals of items with 7 and/or 9 prefixes, before any discounts are applied (\$9.95 minimum) Shipping & Handling charges are 15% of the order if less than \$1,000 on items with 6 and/or 8 prefixes, with a \$59 minimum charge. Inside Delivery \$45; Lift gate delivery \$69 <p>HI, AK, & US TERRITORIES</p> <ul style="list-style-type: none"> Parcel only shipping (7 & 9 prefix items) 20% or \$15 minimum charge, whichever is greater Truck shipping (6 & 8 prefix items) & Special Delivery contact Program Consultant for quote <p>SPECIAL DELIVERY, INTERNATIONAL, OR FREIGHT CHARGES OVER \$1000</p> <ul style="list-style-type: none"> Please contact a Program Consultant for a quote 					Subtotal of all items that begin with a '7' or '9'	\$ 2,760.73
					Add 15% for Shipping & Handling (minimum of \$9.95)	\$ 414.11
					Subtotal of all items that begin with a '6' or '8'	\$ 0.00
					Add 15% for Shipping & Handling if subtotal is less than \$1000 (\$59 minimum)	\$ 0.00
					SUBTOTAL	\$ 3,174.84
					Add Applicable Sales Tax (all states except AK, DE, MT, NH, OR)	0.00%
					Tax Subtotal	\$ 0.00
					Total	\$ 3,174.84

Prices are effective 1-1-12 and may be subject to change. Revised 1-1-12 - EP

SPARK

EQUIPMENT ORDER FORM Easy as 1-2-3!

If you are purchasing equipment sets from multiple programs (e.g. K-2 PE and 3-6 PE) please include an Equipment Order Form for each program. However, you only need to fill out billing/shipping information on one form if it will be the same.

1 Choose the Instructional Materials you want, and multiply by the quantity to find the subtotal

Equipment Set	Price	Qty.	Sub Total
Early Childhood Premium	\$2,760.73	x	
Customized List		x	

MERCHANDISE SUBTOTAL

2 Choose your Method of Payment

Check or Money Order made payable to:

The SPARK Programs (Tax ID#: 39-0971239)

Check Number _____

Purchase Order Number _____

Type of Credit Card _____

Credit Card # _____

Expiration Date _____

Exact Name on Card _____

Signature _____

SHIPPING & HANDLING
Contiguous 48 States: Add 15% for Shipping & Handling (minimum of \$9.95).
 HI, AK, & US Territories: Parcel only shipping (7 & 9 Prefix); 20% or \$15 minimum charge, whichever is greater.

Add Applicable Sales Tax or If tax exempt, please provide tax exemption # or attach your State Tax Exemption Certificate: (all states except AK, DE, MT, NH, OR)

ORDER TOTAL

Ordering Information

Questions? 1-800-SPARK-PE
By Fax: 920-993-4375
By E-mail: spark@sparkpe.org
By Mail: Send order & payment to:
 The SPARK Programs
 438 Camino Del Rio South, Suite 110
 San Diego, CA 92108

Prices include lifetime consultation and support from SPARK!

3 Enter your Billing and Shipping Addresses

Billing Address

Name _____

Agency Name _____

Address _____

City _____

State _____

Zip _____

Daytime Phone # _____

E-Mail Address _____

Shipping Address
(if different than Billing)

Name _____

Agency Name _____

Address _____

City _____

State _____

Zip _____

Daytime Phone # _____

E-Mail Address _____

- Please allow up to 6 weeks for delivery
- Please supply an e-mail address; once your order is processed you will receive an order confirmation by e-mail.
- Please provide physical shipping address; will not deliver to PO boxes
- If shipping to International destinations, contact SPARK for current shipping rates.
- Once books are purchased in the quantity requested, SPARK cannot take them back and provide refund.
- Please do not provide a credit card number in your e-mail message!! The internet can be a wonderful tool, but unencrypted e-mail is not secure enough to protect your credit card number. We want you as a customer, but we don't want you in a position where you might give up important, private data like your credit card number.

For Internal Use Only

Order #: _____
 Customer #: _____

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Item	Qty	Description	Price Each	Total	
900-559	<input type="text" value="2"/>	Safety Cushioning, 9' x 12' Periwinkle-Blue Rectangle -SD	\$898.00	\$1,796.00	<input type="checkbox"/>
900-282	<input type="text" value="1"/>	Frog Leap -SD	\$769.00	\$769.00	<input type="checkbox"/>

[Keep Shopping](#) | [Clear Cart](#) | [Update Cart](#) **Merchandise Total** **\$2,565.00**

Coupon Code:

[checkout](#)

Promotion or Coupon

If you have a promotion or coupon that you would like applied to your order, enter the code above and then click "apply."

To Make Changes to the Items in Your Cart

To change the quantity of an item, enter the new quantity in the Qty box, then click Update Cart. To remove an item from the shopping cart, click the box under the icon, then click Update Cart. To remove all items from the cart, click Clear Cart.

Quick Checkout

If you are a registered member you can login at right to use your member profile to expedite the checkout process. If you are not already a member, click here to learn [about membership](#).

SD - Ships Direct

Items marked **SD** in the shopping cart will ship to you directly from the manufacturer. Lead times for each item vary and are shown on the item's detail page. Direct ship items are subject to a 15% shipping and handling charge.

GSA Contract Information

For GSA Contract Information, please click [here](#).

CALL 1-800-EI-CHILD 1-800-342-4453 **FAX 1-800-EI-FAX-US** 1-800-343-2987
Environments Customer Care hours: 8:30am - 6:30pm Eastern Time M-F.

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