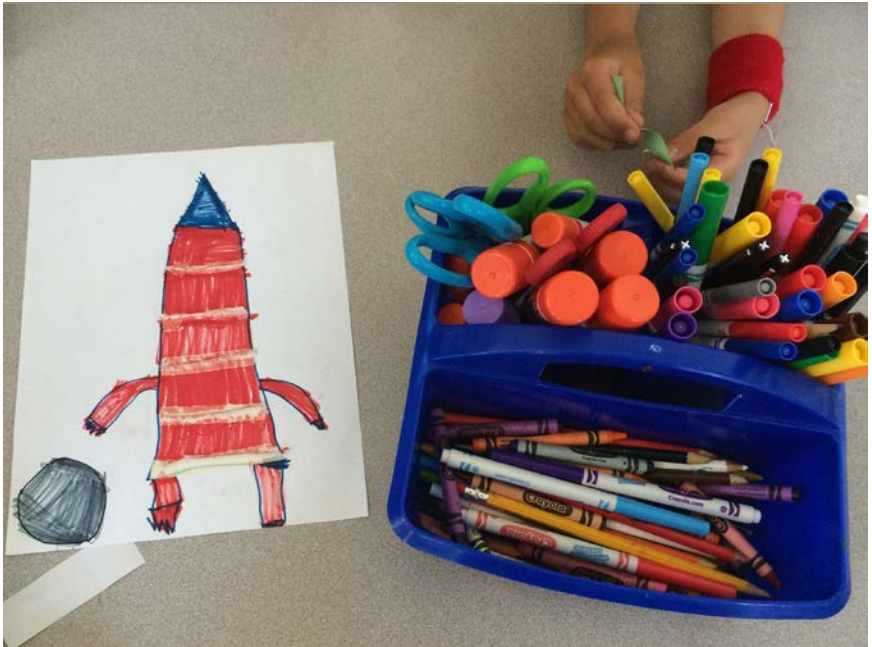


**PS130 • THE PARKSIDE SCHOOL**

# **ART BOX**



**PROGRAM HANDBOOK**



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## RESOURCES & LINKS

[www.ps130brooklyn.com](http://www.ps130brooklyn.com)

[www.ps130pta.org](http://www.ps130pta.org)

[www.nyc.gov/html/dcla/mfta/html/home/home.shtml](http://www.nyc.gov/html/dcla/mfta/html/home/home.shtml)

[www.misterartsee.org](http://www.misterartsee.org)



## WHAT IS THE ART BOX PROGRAM AND WHAT IS OUR MISSION?

The PS 130 Art Box program was started in 2014 by PTA volunteers. We believe that children can benefit from engaging in self-directed art play during the school day. The Art Box program provides Kindergarten through 2nd grade classrooms with an Art Box and Art Caddy stocked with art making materials, to be used during ChoiceTime/CenterTime. The Art Box has side locks that students can open themselves and art materials that they can use independently. Art Box volunteers support classroom teachers by preparing materials and refilling Art Boxes throughout the school year. The PS 130 Art Box program is committed to the creative reuse of materials such as cardboard and fabric. We partner with Mister Artsee, a mobile art laboratory, that delivers materials to our school. Some of these items are found at Materials for the Arts, a New York City agency that collects unneeded items from businesses and makes them available for free to nonprofit organizations, government agencies, and public schools like ours.



## WHAT IS CHOICE TIME/CENTER TIME?

ChoiceTime/CenterTime is a classroom activity in which children choose a “center” in the classroom, a self-directed activity that they explore with a few other students. Some teachers call this activity “ChoiceTime” and others prefer “CenterTime.” Some teachers also use the term “Work Choice.” Some examples of activities are a Lego Center where children build with Lego Bricks, a Dramatic Play Center where children engage in make believe, or a Game Center where children play a board game. Sometimes these activities connect to what students have been studying in school. Choice Time/CenterTime is a much loved part of the school day for children because it is play based and children like to play! But play is also important for learning and brain development. Play provides opportunities for children to engage in cognitive development (how they approach problem solving), social development (how they interact with others), emotional development (how they understand and regulate their feelings), fine and gross motor development (how they coordinate the use of their bodies), and language development (how they communicate). With so much happening when children play, well considered ChoiceTime/CenterTime activities can be a meaningful part of the school day.



## WHAT'S IN THE ART BOX?

- Colored Construction Paper – 1/4 page / .25" stack (doesn't need to be exact)
- White Paper – 1/2 page / .25" stack (doesn't need to be exact)
- Cardboard (cut pieces, tubes, egg carton sections) – 6-18 pieces
- Patterned Paper – .25" stack / does not have to be exact
- Tissue Paper – 1 bundle of cut strips
- Cut Fabric – 6-18 pieces
- Yarn – 6-18 pieces
- Pipe Cleaners – 6- 18 pieces
- Craft Sticks – big handful
- Masking Tape – 2 rolls
- Hole Punch
- Mister Artsee Materials

Sometimes included: rubber stamps and stamp pads, twisteez, buttons, feathers, stickers, and envelopes.



## WHAT'S IN THE ART CADDY?

- 4-6 Pairs of Scissors
- 4-6 Glue Sticks
- Markers
- Crayons
- Colored Pencils
- Regular Pencils

# HOW CAN TEACHERS BE INVOLVED?

The Art Box Program is meant to provide your students with an opportunity in their day for self directed art play. It is not meant to make more work for you! However, your involvement will make the students' experience with the art box that much deeper. Here are some resources if you wish to scaffold the students' engagement with the Art Box Program through children's books and vocabulary.

## CHILDREN'S BOOKS ABOUT CREATIVE EXPLORATION

*Beautiful Oops!* by Barney Saltzberg shows young readers how every mistake is an opportunity to make something beautiful. [www.beautifuloops.com](http://www.beautifuloops.com) has an Educator Guide with projects to promote the message of the book.

*Perfect Square* by Michael Hall shows how a perfect square is transformed into something else by using scissors, a hole punch, and inspiration.

*The Dot* by Peter H. Reynolds entices even the stubbornly uncreative among us to make a mark - and follow where it takes us.

*The Day the Crayons Quit* by Drew Daywalt reminds us that we don't always have to be accurate when choosing colors for our drawings. Crayons appreciate that!

*Harold and the Purple Crayon* by Crockett Johnson is a classic from 1955 in which a boy named Harold, with his purple crayon, has the power to create a world of his own simply by drawing it.

# ART BOX VOCABULARY

**Attach-** To use glue or tape to stick materials together.

**Bend-** To change the shape of an object. For example, a pipe cleaner can be changed from straight to curvy and back again to straight by moving it with your hands or wrapping it around a pencil. Bending pipe cleaners is a great way to initiate 3 dimensional (3D) art making. Can you look at an artwork from all sides? Then it is 3D. You can also bend a strip of construction paper and attach both ends with tape to a cardboard base. Voila! You made a 3D arch.

**Collage-** To make a picture out of materials that have been attached to a surface with glue. The term collage comes from the French word “coller” which means “to glue.” In the art box we have paper, fabric, yarn, cardboard, and craft sticks that can be arranged and attached to paper, fabric, yarn, cardboard, and craft sticks.

**Color-** The name we give to visual properties like red, orange, yellow, green, blue, and purple. Encouraging students to identify the range within each property helps with their visual development. Light green and dark green are both green but quite different visually and symbolically.

**Cut-** To use scissors to change the shape of paper, fabric, yarn, masking tape, or pipe cleaners. With one cut, a square piece of paper transforms into two triangles.

**Draw-** To create a picture using a crayon, marker, colored pencil, or graphite pencil on paper, cardboard, masking tape, or craft stick.

**Interesting Scrap-** Sometimes you will find a piece of paper or fabric in the art box that has already been cut. If you look at its shape, it might remind you of something (like a hat or a bird’s wing or a sword). If you attach what you found to a piece of paper, you can create a picture around it. You found an interesting scrap!

**Materials-** The kinds of art making supplies in the Art Box and Art Caddy. We try to provide a variety of options, to be used in a variety of combinations.

**Punch-** To make holes in paper with a tool called a hole punch. Hole punches come in many shapes but we provide a tool that makes a small, circular punch.

**Reuse-** To find a way to use a material again, instead of throwing it away. The cardboard we provide is from boxes sent in the mail, grocery delivery boxes, pizza boxes, and cake boxes. Now they are being reused to make beautiful art!

**Shape-** The form of an object. Sometimes a way to start drawing, cutting, or tearing is to think about what shapes you want to create. An ice cream cone can be made by putting together a circle and a triangle. A car can be made by putting together two rectangles and two circles. A castle can be made by putting together two rectangles, two squares, and two triangles.

**Sketch-** To lightly draw an image on paper with a pencil as a way of planning what you want to make.

**Tear-** To use fingers to change the shape of paper or masking tape. Tearing works especially well with tissue paper.

**Texture-** How an art material feels on your skin when you touch it. How is the texture of construction paper different from the texture of fabric? Children use their hands to explore what materials are in the art box, engaging their sense of touch.

**Thread-** To pass a length of yarn through an object with a hole in it, such as a bead or medallion. A paper bead can be made by wrapping a glue covered strip of construction paper around a pencil. A medallion can be made by punching a hole in paper or cutting a hole in fabric and passing yarn through the hole. The ends of the yarn length can be tied to make a necklace.

**Transform-** To turn something in to a different thing. You twisted that flat masking tape and used it to make a curvy snake. You transformed it!

**Twist-** To turn a material, like tissue paper or masking tape, in two directions while holding it in your hands, using your fingers to transform it into a tight cord.



# HOW CAN I VOLUNTEER FOR THE ART BOX PROGRAM?

There are a variety of opportunities to help out with the Art Box Program.

## ART BOX PROGRAM COORDINATOR OR CO-COORDINATOR

- Secure a team of volunteers. Ideally this will be 4 refill volunteers who can refill weekly and 8 materials volunteers who can prep materials monthly.
- Get PTA budget approval to buy supplies.
- Order supplies from various vendors. (See Sources section of handbook).
- Communicate with teachers about presenting Art Boxes in their classrooms. (Many teachers prefer face-to-face conversations over email.)
- Present Art Boxes to K classrooms.
- Manage an online sign up account that includes each month of the school year so volunteers can sign up in advance to prepare materials.
- Check Art Box Donations box outside of the Lower School office and bring donations to the basement.

## MATERIALS VOLUNTEER

Prepare materials, either at home or at school. There is a paper cutter in the basement supply cage in the art materials aisle.

- Cardboard squares cut in any size up to 4" x 4" (does not have to be exact). This should be done by someone who is confident using a utility knife and a ruler. We don't want any injuries.
- Colored construction paper cut in to 1/4's with paper cutter
- Drawing paper cut in to 1/2's with paper cutter
- Tissue paper cut in to 2" strips with paper cutter (does not have to be exact)
- Yarn or ribbon cut in to 30" lengths (does not have to be exact) and loosely knotted in to 6 piece bundles
- Fabric cut in to 3" x 3" squares (does not have to be exact)

## REFILL VOLUNTEER

- Refill Art Boxes every week. This can be done before, during, or after school and should take about an hour.
- Refill volunteers will be assigned 2 or 3 classrooms each.
- Establish contact with the teachers in your assigned classrooms.

## KINDERGARTEN CLASSROOM VOLUNTEER

- Visit during ChoiceTime and participate in the Art Box center. This is a chance to support children's creative process while letting them take the lead.
- Model art making such as finding interesting scraps in the box and imagining how to reuse them. What does this interesting scrap look like? It looks like a hat? Oh, I could glue this on as a hat for my puppet!
- Model how to make art in a group setting by sharing materials and encouraging peers.
- Scaffold students' experience by suggesting ways to expand their technique or choice of materials.

# VOLUNTEER ETIQUETTE

- Always be respectful to school staff. You are in their workplace so introduce yourself. They will be more inclined to assist you if they know who you are and why you are in the school.
- Always sign in at the front desk with our school safety officer. You must bring photo identification to be admitted in to the school.
- If you are going to the basement storage area for art box supplies, you can borrow a key from the school office. It will be on a lanyard so put it on your neck for safe keeping. Please return it promptly!
- Children are easily distracted and classroom teachers work hard to keep them engaged and on task. Children will be curious about what you are doing when you enter their classroom as a volunteer to refill boxes/caddies. While curiosity is wonderful, please do not interact with students. A smile is fine but not a conversation. Since part of the art box mission is to support teachers, they will appreciate your stealthy approach.
- If you have a child or grandchild in the school, tell them when you will be volunteering so they can anticipate seeing you in a different setting. This will help them to integrate your visit in to their school day.
- Please use caution when opening and closing the basement door. Make sure there are no children nearby.
- Children are not allowed in the basement.
- The Art Box Program supplies are in the supply cage in the basement, on the right side of the aisle to your right. The rest of the cage supplies belong to the school and should not be used for art boxes.
- When leaving the supply cage, make sure our aisle is tidy.
- Turn off the light and make sure the cage door is closed securely behind you.
- Return the key to the office.
- Before beginning to volunteer with the Art Box Program, please sign an agreement to confirm that you understand our volunteer etiquette.



Above items were found in Art Boxes by Refill Volunteers.

# HOW TO REFILL ART BOXES

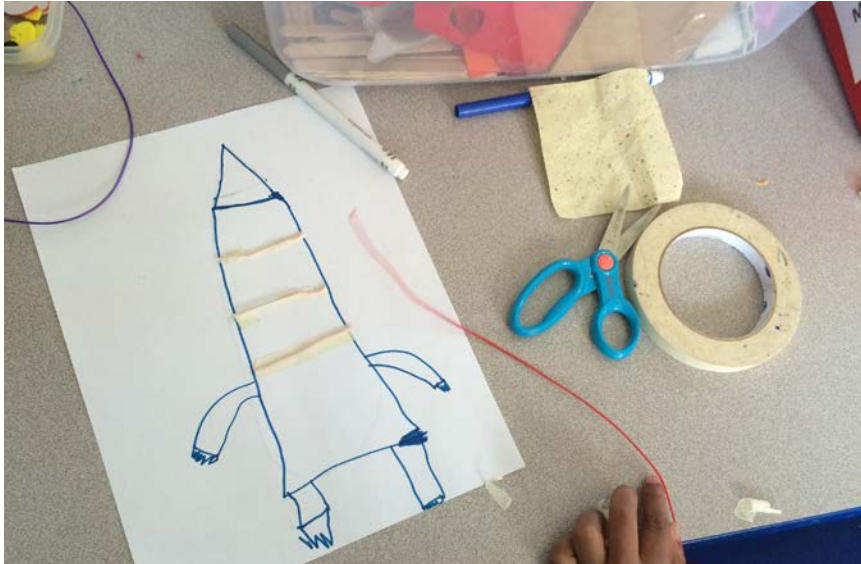
- Quietly enter the classroom.
- Locate the Art Caddy and assess if any supplies needs to be replaced. Are there enough glue sticks? Markers? Is the Art Caddy on a radiator? Move it to a location where the crayons won't melt.
- Look inside the art box. Are there any Caddy supplies in there? Sometimes scissors, glue sticks, markers, etc. end up in the Art Box so return them to the Art Caddy.
- Collect any dried out markers and hold on to them.
- Leave the Art Caddy in the classroom and take the Art Box with you.
- Sign in on the volunteer log in the school office.
- Borrow a basement key from the school office. Put the lanyard on your neck for safe keeping.
- Bring your art boxes to the basement.
- Refill one Art Box at a time. Keep lids and boxes together.
- Toss unusable paper scraps in the recycling bag.
- Smooth out good, reusable scraps such as paper, bent pipe cleaners, and yarn and return them to the box.
- Toss non paper scraps in the garbage bag.
- Toss dried out markers in the COLOR CYCLE box to be sent back to Crayola for recycling. Non Crayola markers are acceptable too.
- Refill Art Box with a small amount from each container on the refill shelf. Each container is marked with a suggestion of how much to use.
- Get masking tape, markers or glue sticks to replace dried out ones, as needed.
- Return art boxes to classrooms. Sign out on the volunteer log in the school office. Return basement key to office.

# HOW TO PREP MATERIALS

- Consider how much time you can commit for the year and then sign up to volunteer on our online account.
- For drawing paper, construction paper, or tissue paper, there is a paper cutter in the basement or if you have one at home, we can send home materials in your child's backpack.
- For yarn and fabric, we can send home materials in your child's backpack.
- For cardboard, we suggest using clean, good quality shipping boxes that are headed for the recycling bin. Fresh Direct and Amazon use good quality cardboard for their deliveries. Only volunteer to cut cardboard if you are confident with a utility knife and ruler. We don't want any injuries!
- Prepped materials can be dropped off in the "ART BOX DONATIONS" box that is to the left of the Lower School office door, under the table. Thank you!







## EXAMPLE OF LETTER TO CLASSROOM TEACHERS

Hello Kindergarten teachers,

I am writing about our center time Art Box Program, which provides materials for children to engage in self directed art play. Art boxes are stocked with assorted papers/cardboard, fabric, yarn, pipe cleaners, masking tape, and craft sticks along with an Art Caddy with scissors, glue sticks, markers, colored pencils, and crayons. The PTA Art Committee provides the materials and parent volunteers refill the boxes twice a month.

If you already have an art center in your classroom and would prefer to just receive supplies from us twice a month, that's great, just let us know.

I would like to visit your classroom to introduce the art box to your students, suggesting ways to use the materials and discussing how to take good care of them. Classroom visits usually take between 20-30 minutes, depending on how much time you can spare. I will come to your classroom to schedule this visit.

Please feel free to write or call with any questions.

Thanks!

## EXAMPLE OF SCRIPT FOR CLASSROOM VISIT

Hello Students!

This is your classroom's Art Box and Caddy, to be used at Choice Time/ Work Choice/Center Time. 4 to 6 people can use the supplies in the art box to make art. You can locate the box and caddy in the classroom and bring it to the art center, then open the box yourself. This is how the locks on the side open. Inside you will find different kinds of papers (colored, plain, patterned, tissue), cardboard, fabric, yarn, pipe cleaners, craft sticks, masking tape, and a hole punch. In your art caddy you will find markers, crayons, pencils, glue sticks, and scissors.

What can you make with all this stuff? We have materials and tools. (hold up materials and call on students who are quietly raising their hand to tell you how they might use it. For example, if you hold up a craft stick a girl might suggest using it to make a puppet. Go with that idea and make a quick puppet, taping a paper face on to a craft stick.) Which materials can you combine to make something? What could we make with this paper, these scissors, this yarn, and this hole punch? You could cut paper in to a shape, punch a hole through it to make a medallion, thread yarn through the hole and voila! A necklace! Do the twist! Twist tissue paper, masking tape, pipe cleaners. What can you make with these new shapes? (Twisted tissue paper might look like a worm or a circle or a heart depending on how you hold it.) Scissors are my favorite tool! With one cut I can transform a square in to two triangles. I can make little cuts on the side of one triangle and use my fingers to bend them. What does it look like now? (Mustache, hula skirt, grass, thatched roof etc. I hold it up to my face like a mustache and the kids laugh.)

Ok, let's pretend Choice Time is over and I just toss this glue stick in to the Art Caddy like this, with no cap. What will happen? Please remember to put caps back on markers and glue sticks! This is important. If they dry out, we can't use them. That's a waste. Let's listen for the click. Did you hear the click? The marker cap is on! Caddies should not go on or near radiators because what happens to crayons when they get hot? They melt!

A volunteer will refill your art box every few weeks with new materials. I am sure you will make great art. Bring your art home and share it with your family. Maybe give someone your art as a gift!

Enjoy your art box!

# HOW TO REQUEST PTA FUNDING

Before making any purchases, contact the PTA executive board to get approval. In some cases, they'll be able to approve the purchases themselves, though for larger expenditures, the general membership will need to vote at a PTA meeting. Be aware that it might take a few weeks to get approval for larger purchases and try to plan accordingly.

# HOW TO ORDER SUPPLIES

Our PTA does not have to pay sales tax. When purchasing supplies for our school, please try to use a tax exempt form, which can be acquired from the PTA treasurer. The PS 130 PTA has accounts with a few vendors who already have our tax exempt status on file. You can also purchase items and be reimbursed by the PTA. Reimbursement forms can be acquired from the PTA treasurer. I keep one on my computer and print it out when necessary.

Our Art Boxes are made by Hefty (15 Qt/14.1 L, 16.7 inches Wide x 12 inches Deep x 6.6 inches High) and were purchased from Lowes. Our Art Caddies are made by School Specialty (Early Childhood Resources Small Plastic Art Caddies, set of 4) and were purchased on Amazon.

# WHERE TO ORDER SUPPLIES

Art Box supplies have been purchased from **BLICK ART**, which has our tax exempt info: [www.dickblick.com](http://www.dickblick.com)

- Construction paper- Blick brand economy 9 x 12" 50 sheet packs, item # 11420-1003
- Newsprint paper- 8.5 x 11" 500 sheet reams item, # 10204-1085
- Patterned/textured paper- Mulberry Paper Scrap Packs, item # 12465-3590
- Tissue paper- Spectra art tissue 20 sheet packs 50.8 x 76.2, item # 11306-1109
- Glue sticks- Elmer's washable in disappearing purple .21oz, item # 23810-1030
- Markers- Crayola washable classroom pack, item # 21206-1200
- Colored pencils- Crayola classroom pack, item # 20519-1119
- Crayons- Crayola classroom pack, item # 20101-1016
- Pipe cleaners- Creativity Street assorted 12" 100 stem packs, item # 60923-1012
- Masking Tape- Intertape 1/2" and 3/4" width, item # 24126-1012 and #24126-1018

For same day purchases, **SCRIBBLES ART and CRAFT SUPPLY** has our tax exempt info on file. They are located at 1308 40th Street Brooklyn, NY 11218.



# ART BOX DONATIONS

If you have ideas for donations we would love to hear from you!

If you want to buy materials for the Art Box Program we would love to hear from you!

We will accept donations of items in multiples of 6 but will not accept items in quantities less than 6. So if you have 4 wine corks, we don't want them but if you have 12 or more, we'd love them!

Art Box Donations can be dropped off in the "ART BOX DONATIONS" box that is to the left of the Lower School office door, under the table. Thank you!

Write to us at [PS130ArtBoxProgram@gmail.com](mailto:PS130ArtBoxProgram@gmail.com).





# MISTER ARTSEE

Mister Artsee vehicles are a pioneering program to bring art and art education around the country through specially designed mobile art laboratories. Since 2005, The Mister Artsee Project had brought exhibits, lectures, videos, presentations, and classroom activities to thousands of people around the country and by doing so, has become a national symbol for art and art education.

Mister Artsee is a PS 130 Art Box Program partner, visiting our school to deliver materials and inspiration!

