

CANDLE DIPPING**Second Grade****** Ambiance is the theme; calm and peaceful****Planned Number of Participants: 400****Classroom Coordinator:****Holiday Fair Contacts: Matt Woodhull – 630-272-2926****Children create hand-dipped or rolled beeswax candles.****Materials:**

- 40 pounds of ice
- Blocks of beeswax for melting
- Sheets of beeswax for rolling (150, cut into 8" squares)
- Wick, cut into 8" lengths (300-500)
- 4-5 crock pots
- 4-6 glass vases for cold water
- Twine
- Wooden spoons for stirring melted wax
- Tongs to pull out candles
- Butcher paper to cover tables with white felt cloth on top
- Sheer white cloths to cover crock pot
- Silks to cover windows
- Wreath and large floral candle as center decoration
- Duct tape/wide masking tape
- Tarps to cover the floor
- Aloe vera gel (for burns)
- Sharpies
- Broom, dustpan, cleaning wipes, paper towels, sponge, cleaning spray
- Laminated and bound activity instructions sheets:
 - Volunteer schedule for your activity
 - Set-up and clean-up instructions

PRE-FAIR PREPARATIONS

1. Class coordinator will assist in recruiting other class parents to help set-up the classroom on Friday, December 2nd from 3pm to 5:30pm as well as organizing class supplies.
2. Using a hammer, break up the 5 lb. blocks of beeswax into smaller pieces. There are 8-10 blocks.
3. Cut 500 wicks – 8" each.

ROOM SET-UP (photo of mock set up will be included in instructions)

Candle Dipping will be held in the High School Life Sciences room this year. This room will be ready to set-up by 3pm with the goal to finish by 6pm on Friday, December 2nd so that the only thing left for the morning is to plug in the crockpots. The Class Coordinator is responsible for leading volunteers in the set-up of the room.

*** See pictures below for final look

1. Move the teacher's desk and 2 chairs to the front door (that leads to High School hallway) to be used to check in children. Move all desks and chairs to one end of the room (temporarily).
2. Put tarps on the floor and secure with wide masking tape.
3. Combine 4-6 desks into stations. Cover all tables with butcher paper and secure with the wide masking tape. Then add white felt overlay on top of tables. In center of the tables the wreath and large floral candle will be added as centerpiece.
4. Cover 4 chairs with large black garbage bags and secure with twine. These will be available for smaller children who need to be elevated while dipping. Put 4-6 chairs around one station which will be for rolling beeswax sheets.
5. At the check-in desk, place wicks underneath so they can be handed out when checking in. Also put a clipboard, instructions, sharpies, scissors, etc. at the check-in desk.
6. Set-up the 4 -5 crockpots around the tables alternating with the glass vases of cold water and configure the extension cords to be as out of the way as possible. Tape down cords with duct tape if necessary.
7. Wrap the outside of the crock pots with white sheer overlay to cover.
8. Place wax sheets on the one station that has chairs around it.
9. After chopping blocks of wax into many, many small pieces, put blocks of beeswax into the pourpots on the heating burners to melt. This will be done by the first staff member to arrive Saturday morning. Lay out wooden spoons and tongs.
10. Set out the pitchers and fill with cold water. This will be used to replenish the water in the glass vases.
11. Once the room is completely set-up, please find the Children's Activity Chair and ask for the sign to hang on the door, indicating that the room is set-up.

INSTRUCTIONS FOR ACTIVITY

Dipping Candles (this is a moving activity; there should be no standing but walking around the table while dipping)

1. Dip the wick into the wax and let excess wax drip back into the crockpot then move on to the next step.
2. Then dip into the cold water vase and move on to the next crockpot of hot wax.
3. Repeat until candle is desired size.
4. Make sure candles are not beyond a reasonable size.

Rolling Candles

1. Rolled candles are more appropriate for younger children.
2. Lay wax at one side.
3. Roll wax tightly and dip once or twice into the hot wax to seal.

INSTRUCTIONS FOR ROOM VOLUNTEERS

- **PLEASE ARRIVE ON-TIME FOR YOUR SHIFT!**
- Greeter – one volunteer needs to stand at the entrance to check each child in.
- Check the child's activity bracelet.
 - BLUE bracelets are unlimited activity passes and the child can be let in with no further action.
 - SILVER bracelets are 3-activity passes. Place a single sharpie line mark on the child's silver activity bracelet. Silver bracelets can only have up to 3 sharpie marks. If the child is out of passes for activities, they may be directed to the front desk in the main lobby to purchase more children's activity bracelets.
- Keep track of each child with a tally mark on a sheet of paper.
- Hand each child a wick.
- Direct the child to another volunteer to explain the activity.
- Facilitate the activities and provide support.
 - Guide the child through making their candle.
 - Refresh water in the glass vases with cold water.
 - Add more wax to melt as needed, continue to stir.
- Watch over the children as well as the room to ensure safety.
 - Provide aloe for any wax burns.
 - Assist in the retrieval of dropped candles in crock pots.
- **MONITOR THE SIZE OF CANDLES BEING MADE! SEE EXAMPLES.**
- Notice how many people are in the room and the number of children participating in the activity so we can decide on the best occupancy number for the room.
 - If the room seems really full, implement the process of 1 child out, 1 child in.
- Write down any thoughts or suggestions on improving this activity for the following year.

CLEAN-UP PROCEDURES

Children's Activities close at 2:45pm, though there will certainly be some finishing their projects after that time, the clean-up process can begin then. All Children's Activities rooms must be cleaned and back to their original configuration by 5pm on Saturday, December 3th.

- Unplug the crockpots so that the wax may cool. Leave on the tables.
- Empty the glass vases and pitchers – put into bins with other supplies (leftover wicks, rolling wax, etc.)
 - Please be organized about storing materials – they will be used for next year.
- Remove all paper and tape from the tables and put in the trash/compost.
- Remove trash bags and twine from all chairs and put in the trash.

- Wipe all tables/desks and move everything off the tarp on the floor.
- Sweep the tarps and floor and wipe down any areas that need it.
- Remove tape from tarps, fold the tarps neatly.
- Pick-up trash. Dispose of all trash bags in the dumpster outside the school.
 - Large trash bags are available in the front office.
- Return the classroom to the original set-up.
 - A photo of the original set-up will be provided.
- Any unclaimed candles can be placed on a table in the front hall.



