

Planned Number of Participants: 100

Classroom Coordinator: Jaclyn Ashbrook

Kindermarket Contacts: Courtney Slinko – 847-208-3593

Ausra Montvydaite – 630-885-9977

Children create hand-dipped beeswax candles (one candle per child).

Materials:

- Blocks of organic beeswax for melting (8 pounds)
- Pre-dipped wick (#24 ply braided wick), cut into 8" lengths (100)
- An old knife or stick for stirring (this will get covered in wax)
- 4 tall, narrow, wide-mouthed glass or metal container (We used an old glass vase. It needs to be narrow and tall or you won't have enough wax. A wide-mouthed Ball jar might work as well.)
- 4 large pots to serve as a double boiler
- 4 hot plates to keep pot warm
- Old sheets, drop cloths, or tarps to cover the floor in case of drips
- Brown crafting paper to cover the tables (will be provided by Margaret Myren).
- Duct tape/wide masking tape
- Masking tape
- 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-KINDERMARKET PREPARATIONS

1. Class Coordinator will assist in communications, details and recruiting class parents to help fill volunteer shifts. This includes set up, organizing supplies, clean up. Set-up must be done on Friday, December 6th.
2. Using a hammer, break up the 5 lb. blocks of beeswax into smaller pieces. There are 8 blocks.
3. Cut 100 wicks – 8"each and pre-dip each wick into wax, let dry. (Note: Marianne and the older aftercare children will do this step in the kitchen on Monday, December 2nd.) Please lay all pre-dipped wicks in a paper ream box top, cover and label. Sample candle can also be placed in this box (see below).

Marianne:

Please make a sample candle so our volunteers can compare the size when the children are making them at the Kindermarket. Please make note of how many times you had to dip the candle to make the sample.

ROOM SET-UP

Candle Dip will be held in the 1st Grade (Red) Room. This room will be ready to set-up by 3:30pm with the goal to finish by 5:45pm on Friday, December 6th so the only thing left for the morning is to turn on the hot plates. The Class Coordinator is responsible for leading volunteers in the set-up of the room.

1. Move the teacher's desk and teacher chair to the front entrance to check in children. Move all desks and 4 chairs to one end of the room (temporarily). Place a piece of masking tape on the remaining chairs and label them "1st Grade Room" and move them into the 5th/6th grade room.
2. Put tarps on the floor and secure with wide masking tape.
3. Combine all desks to create a horseshoe shape in the room. Cover all desks in brown crafting paper and secure with the wide masking tape.
4. Cover 4 chairs with large black garbage bags and secure with twine. Please put chairs in equal distance on the INSIDE of the horseshoe. These will be available for smaller children who need to be elevated while dipping.
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 1 hot plate every 2 feet along horseshoe configure the extension cord to be as out of the way as possible. Tape down cords with duct tape if necessary.
7. Fill the pots about $\frac{3}{4}$ full with water and place on each hot plate.
8. Fill the cans/jars with small pieces of chopped up beeswax in preparation for melting, but DO NOT turn on the hot plates. This will be done by the first staff member to arrive Saturday morning.



9. Lay out wooden sticks and tongs in between each hot plate.
10. Once the room is completely set-up, please find Courtney Slinko and ask for the sign to hang on the door, indicating that the room is set-up.

INSTRUCTIONS FOR ACTIVITY

Candle Making with Kids



1. Hot plates should be on and hot water will slowly start to melt the beeswax.
2. Keep an eye on it, stir now and then, and add more wax as needed until you have melted wax about two inches from the top of your container. It should be about seven inches of wax to make five inch tapers.



3. Once your wax is melted, you can leave the hot plates on medium heat.



4. Holding on to your top of your wick, dip the wicking down until you get about an inch away as possible without getting your hand in the wax. (ignore the paper thing in the picture, that is for dipping two at once).
5. Pull it out again and hold over your container for a few seconds in case there are any drips. Then walk to the next burner, slowly. You should wait about 1 minute in between dips. Continue moving around the horseshoe 3 times around.

Every so often you'll need to add more wax as your level decreases and then wait for it to melt.



6. Volunteer will then check candle size and
 - a. When the tapers reach the right size, use a knife to cut off and flatten the bottoms of the candles while they are still soft.
 - b. Have child go through horseshoe dipping into each pot once more, then use a knife to cut off and flatten the bottoms of the candles while they are still soft.

*****Step 6 is the most important job of volunteers*****

7. Child will dip the candle in a pitcher of ice cold water to harden it quickly.
8. Volunteer will dry the candle and wrap it in parchment paper, hand it to the child and escort him out of the room.

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.
- Collect tickets from each candle dipper.
- 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.
 - 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 wax pots.
- **MONITOR THE SIZE OF CANDLES BEING MADE! SEE EXAMPLE**
- 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.
- **The last volunteer for this activity will need to bring their ticket pouch to the front office and hand deliver it to administrator Marianne.**

CLEAN-UP PROCEDURES



Children's Activities close at 5:00pm and the clean-up process can begin then. All Children's Activities areas must be cleaned and back to their original configuration by 7:00pm on Saturday, December 7th.

- Turn off and unplug hot plates so that the wax may cool. Leave on the tables to harden again and set aside to be packed away for the next time.
- Put all left over wicks & pre-dipped wicks with the other supplies in the Candle Making box
 - Please be organized about storing materials – they may be used for Candlemas.
- Remove all paper, plastic and tape from the tables and put in the trash.
- Remove all 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 whip 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.
- Return the classroom to the original set-up (tables, chairs and etc).
 - A photo of the original set-up will be provided.
- Any unclaimed candles should be brought to the front office.