**Procedure to submit a district order for LEGO Braille Bricks kits through the CIMC**

**Hello Colorado Teachers for the Visually Impaired!**

It’s time...

Time for the happy LEGO® Dance!



**CIMC will begin to take orders for the LEGO® Braille Bricks Kits!** We forecasted our inventory of LEGO® Braille Bricks Kits based on the number of Kindergarten through 5th grade braille learners across the state of Colorado. We also allowed for new students coming up from PK over the next few years, and current students having special circumstances that deem Lego Braille Brick activities appropriate.

**To help us roll out the LEGO® Braille Bricks Kits most efficiently, please follow this procedure to submit a district order for kits through the CIMC:**

1. TVIs who independently contract with districts can check out kits for each eligible student for the 2020-21 school year. Please fill out one ***Professional Material Request*** (attached) per student. Type student name/grade in top section of form under your name and phone#. Save your request and attach to an email with “Lego Braille Bricks” in the subject line and send to cimcaphorders@csdb.org. Kits should be returned clean and complete to the CIMC on the last day of school.
2. TVIs employed by a district should contact their district CIMC representative with the names and grade levels for eligible students they wish to provide lessons using the LEGO® Braille Bricks. Eligible students must be braille learners between Kindergarten through 5th grade. Students do not need to be federal quota eligible.
3. All Lego® Braille Brick kits will be shipped to one central address that the CIMC contact person will designate on their request form.
4. The CIMC contact person will then complete a ***2020-21 CIMC APH Educational Materials Request Form*** (attached) in the normal fashion with a couple of exceptions:
	1. In the section “Additional information from AU or CIMC to help process this order:”, please type TVI name, followed by a list of student names and grades for whom they are requesting a kit. Students with special circumstances should be noted with an asterisk next to their name so we can follow up with individual TVIs before we process each district’s order. **All requests for your district should go on one form.**
	2. In the lower section, “Product Name” please type: **Lego Braille Bricks Kits**
	3. “APH Cat No” type **N/A**
	4. “Quantity” type **total #** (total number of kits your district is requesting, including students with special circumstances.)
	5. The rest of this lower portion may be left blank.
5. Save and then attach the completed ***2020-21 CIMC APH Educational Materials Request Form*** to an email with “LEGO Braille Bricks” in the subject line and send to cimcaphorders@csdb.org.
6. Our goal is to respond to requests in the order that they are submitted and to have shipments out within 2 weeks of a verified request form. We will notify each district’s CIMC contact person when a shipment of LEGO Braille Bricks are on the way. TVI’s will arrange to pick up kits through their district’s CIMC contact person.

**Some things to keep in mind with the LEGO Braille Bricks Kits:**

**Lego Foundation aspires for Braille Brick Kits to promote learning through play**. Kits are to be used in coordination with lesson plans, many of which can be found on legobraillebricks.com. On occasion, lessons for blind and visually impaired students may include sighted peers in a traditional classroom setting.

**Kits are intended for school use only.** Kits will remain the property of the district. However, it is reasonable that districts will devise individualized standards of access to kits during this time of COVID-19. For example, even under ideal situations, a teacher might give a student a small set of braille bricks to practice a lesson at home. This student would be required to return bricks prior to their next lesson and accompanying group of braille bricks.

**LEGO® Braille Bricks is a one-time, limited edition production.** They are not for personal use, sale or resale. It is the responsibility of each district to inventory and securely store their kits. There is no availability for CIMC to replace lost or missing parts or kits.

**Resources to help you become familiar with the LEGO® Braille Bricks kits in anticipation of your shipment:**

***aph.org*** home page--**Educational Resources—Training Resources—Archived Webinars** will direct you to a series of LEGO® Braille Bricks webinars. Each hour-long session is dedicated to a specific topic such as: What we Mean by Learning Through Play, Play Facilitation in Theory and Practice, LEGO ® Braille Bricks Play-based Teaching, and many others.

***legobraillebricks.com*** for almost 100 Pre-braille and braille activities to use with the LEGO® Braille Bricks.

***LEGO Braille Bricks Community Facebook Page*** for additional ideas and activities to promote lifelong learning with LEGO ® Braille Bricks.