

EVENING ACTIVITIES HOST CHECKLIST

This task is best done with a partner due to the age range of guests. Try to bring a willing friend or mature child/teen to help.

BEFORE YOU ARRIVE:

_____ Bring several ideas..... a game or two , a craft, a video, a favorite picture book.

WHEN YOU ARRIVE:

_____ Arrive at 6:30- PM.

_____ Sign in and wear nametags. (In IHN Storage Room)

_____ Look over the log to see if there is anything you need to know about the guests.

_____ Introduce yourself to the guests.

NOTE: When you arrive the families will be finishing up their suppers and helping with clean up. If there is more than one Evening Activity Host, one could entertain the children while their parents are cleaning up. The other Evening Host can get the lunch set up going.

6:45-7:15 (LUNCH PREP TIME)

_____ Set out the lunch preparation materials on the Dining Room Counter or a table (bread, meats and/or cheeses, peanut butter, jelly, fruit, chips, carrot sticks, box juice).

_____ Have all families prepare their lunches, place into paper bags, write their names on the bags and leave them in refrigerator.

_____ Monitor to be sure that families help you put things away and tidy up.

7:20-8:30 (ACTIVITY TIME) Children and Adults are downstairs.

_____ Provide structure and enrichment to the children's evening by organizing or supervising games or activities and monitoring quiet time for homework or study. **ASK PARENTS IF THEY WOULD LIKE THEIR CHILDREN TO PARTICIPATE IN THE ACTIVITIES.**

_____ If you take children outside, the parents must accompany you.

8:30 CLEAN-UP IMAGINATION ROOM and Light Snack

(You will overlap with the Overnight Host.)

_____ The children are expected to help you.

_____ The Week Coordinator will help prepare a snack and bring it to the Imagination Room for the Overnight Host to serve after cleanup about 8:40-8:40 PM

BEFORE YOU LEAVE:

_____ Write some comments in the log.

_____ Brief the Overnight Host.

NOTE ON DISCIPLINE:

Parents are responsible for discipline of their children. We should also reinforce our expectations, rules of fair play and respect for each other and property. Remind the children of the rules and, if they are non-compliant, have them sit out until they can follow the rules. If problems continue, the parent should be asked to discipline or remove the child from the activity.

**AFTER YOU LEAVE: REST, RELAX, and TREAT YOURSELF TO SOMETHING!
THANKS!!!**