

## **OVERNIGHT HOST CHECKLIST**

**NOTE: Saturday Overnight Hosts ---- Please see SATURDAY OVERNIGHT HOST "ADDITIONAL" CHECKLIST**

**NOTE:** All over-the-counter and prescription meds belonging to the guests are in the MEDICATION LOCK-BOX in IHN STORAGE ROOM. The key is in the key place in the Storage Room. Guests must ask you for medications when needed.

### **BEFORE YOU COME:**

- \_\_\_\_\_ Pack your overnight bag.
- \_\_\_\_\_ Bring a sleeping bag to save on our linens....please.
- \_\_\_\_\_ Bring a favorite picture book to read after snack. (or find one in the IHN Storage Closet.

### **WHEN YOU ARRIVE:**

- \_\_\_\_\_ Arrive by 8:15 PM. You will overlap with the Evening Host. The guests will be downstairs.
- \_\_\_\_\_ Sign in and wear a Name Tag. (Storage Room in Lower Level)
- \_\_\_\_\_ Look over the log to see if there is anything you need to know about the guests.
- \_\_\_\_\_ Speak with the EVENING HOST and/or WEEK COORDINATOR.
- \_\_\_\_\_ The WEEKLY COORDINATOR will bring a Bedtime Snack to the Imagination Room at about 8:40 PM.
- \_\_\_\_\_ After Snack, offer to read a Bedtime Story to the group (in the Imagination Room)

### **AFTER EVENING HOST AND WEEK COORDINATOR LEAVE:**

BE SURE THAT ALL EXIT DOORS ARE CLOSED TIGHTLY AND LOCKED.

### **BEDTIME:**

- \_\_\_\_\_ Leave some lights on in the bathrooms and hallways.
- \_\_\_\_\_ 9:00 PM All children under age 13 in bed. It is the parents' responsibility to put them to bed and supervise them.
- \_\_\_\_\_ 10:00 PM All teenagers in bed.
- \_\_\_\_\_ 11:00 PM All adults in bed.
- \_\_\_\_\_ Be sure that all adults know where you will be sleeping.

### **BEFORE GOING TO SLEEP:**

Set up the breakfast provisions on the counter in the Dining Room.

### **HOST SLEEPING:**

- \_\_\_\_\_ Be sure that at least one of the OVERNIGHT HOSTS sleeps on the lower level (the same floor where the guests sleep). Available SLEEP spaces for OVERNIGHT HOSTS include: cots in the Imagination Room, , an extra lower level classroom, and a sleep sofa in the Junior High room on the upper level.
- \_\_\_\_\_ Set an IHN (in IHN Storage Room) alarm clock for 6:00 AM and place it by your cot.

### **WAKE UP, BREAKFAST, CLEAN UP AND LUNCHES.:**

- \_\_\_\_\_ 6:00 AM KNOCK on the doors of each guest. Be sure they get up! Some will need some extra help with children in order to have time for breakfast and the bus.
- \_\_\_\_\_ Help gather and feed the children as this is a busy time for parents.
- \_\_\_\_\_ Be sure that everyone eats breakfast, cleans up sleeping areas and bathrooms, helps clean up from breakfast, takes their lunch bags and leaves on the IHN Van. (about 7:00-7:15 AM)
- \_\_\_\_\_ Be sure that guests take medications with them.

### **BEFORE YOU LEAVE:**

- \_\_\_\_\_ Be sure that the kitchen is clean and tidy. Leave dirty dishes by back sink.
- \_\_\_\_\_ Be sure that diaper pails are empty and have new liners.
- \_\_\_\_\_ Be sure that bathrooms are tidy.
- \_\_\_\_\_ Write comments in the IHN LOG (in the Storage Room--lower level).

**THANKS AND HAVE A GREAT DAY!!!!**