

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.

Be sure to familiarize yourself with the non-emergency procedures and the emergency health procedures. Call WEEK COORDINATOR with any questions that arise.

BEFORE YOU COME:

- _____ Pack your overnight bag.
- _____ Bring a sleeping bag to save on our linens....please.

WHEN YOU ARRIVE:

- _____ Arrive by 8:30 PM.
- _____ 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.

- _____ AT 8:40 Take the Bedtime Snack downstairs to the Imagination Room. the WEEK COORDINATOR prepares it. Be sure to clean up and return stuff to kitchen

AFTER EVENING HOST AND WEEK COORDINATOR LEAVE:

- _____ BE SURE THAT ALL EXIT DOORS ARE CLOSED TIGHTLY AND LOCKED.
A map showing the exit doors is kept in the IHN BOX on the refrigerator.

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 table in the Dining Room.

HOST SLEEPING:

- _____ Sleep either in the Host Room with TV or in the Imagination Room.

WAKE UP, BREAKFAST, CLEAN UP AND LUNCHES.:

- _____ WAKE UP TIME should be 45 minutes before bus arrival which is posted along with the weekly census to all volunteers.
- _____ 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.**

_____ **Be sure that guests take medications with them.**

BEFORE YOU LEAVE:

_____ **Be sure that the kitchen is clean and tidy. Wash and dry all dishes from breakfast and evening snack. Sweep floor is messy.**

_____ **Be sure that diaper pails are empty and have new liners. (Dirty diapers go outside in trash behind Imagination Room...be careful; don't get locked out!**

_____ **Be sure that bathrooms are tidy.**

_____ **Write comments in the IHN LOG (in the Storage Room--lower level).**

THANKS AND HAVE A GREAT DAY!!!!

BREAKFAST IDEAS:

Usually available: cereal, frozen waffles, bananas, oranges, orange juice, frozen pancakes, bread for toasting, muffins or bagels, pop-tarts, eggs, lunch meat (heat up ham or bologna)

For a special surprise.....here are some ideas.

Baked Cheese Grits

6 cups water	4 tablespoons margarine
1 ½ cups Quaker Quick Grits, uncooked	¼ teaspoon garlic powder
1/2 teaspoon salt	2 dashes ground red pepper
2 eggs, beaten	2 cups (8 oz.) shredded cheddar cheese

Heat oven to 350 degrees. Grease 1 ½-quart casserole. Prepare grits according to package directions. Add small amount of grits to beaten egg. Return grits mixture to pan. Add remaining ingredients. Cook over low heat an additional minute or until cheese is melted. Pour into prepared casserole. Bake 30 to 40 minutes, or until top is set and lightly puffed. Let stand 5 minutes before serving. **12 servings.**

Microwave Scrambled Eggs

1 dozen eggs, beaten
¾ cups milk
Salt sparingly

Stir milk into beaten eggs. Pour into greased bowl. Heat, covered with plastic wrap for 5 minutes at 50% power. Stir vigorously. Replace plastic wrap. Heat again for 3 minutes at 100% power. Stir and let stand, covered for 3 minutes. Stir again before serving. Eggs will be slightly underdone after heating time. The cooking will be completed during standing time. **6 servings.** (If serving 12, make two batches using the process above.)