

## Evening Host

**Where:** Enter at main doors of parish center at 6:50 pm. The doors are unlocked for ½ hr., centered on arrival.

**When:** 6:50 – 9:15 pm

### What to do when you arrive:

Make yourself a name tag (first name only) & sign into the logbook at the meeting.

-Do you know where the Pass key; needed for gym and building entrance is located?

-Introduce yourself to the families. Some families will still be finishing dinner.

-Offer to take the children to the community room or on special nights to the gym.

-Let the parents know:

- you will help entertain the children,
- snack at 8:00 in the lunch room,
- parents should be ready at 8:15 to take the children into their rooms to begin bedtime preparation.

*-You are in charge until overnight volunteers arrive at 9:15 p.m.*

### Activity options:

*In winter*, you may bring the children to the **Hi-C gym**, if available.

-Be sure that you ask parents if it is OK for you to bring their children to one of these destinations. Set a time to return. A Lumen Christi adult must accompany the group. Encourage parents to accompany the group.

-We will ask **parents** to take the children for a potty stop & change diapers before dinner.

-Bring pass key with you, for church and gym, so you can get into these buildings. Doors will be locked, when you return.

*-OR community room* has many children's games, puzzles, markers and crayons, and a TV with VCR and DVD player (Nothing over PG). Feel free to bring a special craft, project, or PlayDoh. Remember that ages of kids usually vary from very young to teenagers.

### Evening Snack:

-Around 8:00 p.m. a low sugar evening snack will be offered in the lunch room.

Examples: goldfish, crackers, granola, fruit cups & water.

**Bedtimes:**

Be mindful of winding activities down by about 8:00, so young children can have an evening snack.

- At 8:15 p.m., parents are encouraged to take young children to their room and to begin to settle them down for bedtime. Parents with several children may appreciate some help brushing children's teeth and washing faces. Leave diaper changes and clothing changes for the parents.
- **8:30** for young children; we ask you to deliver the children to the parent, if they are not picked up.
- **10:00** for teens.
- **11:00** lights out for everyone.

**Clean up:** Tidy playroom and any community room used. Wait for Overnight Hosts to arrive at 9:15 p.m.

Offer to play cards or a game with teens, who may be up until 10:00. Pass the game onto the Overnight Hosts, as they arrive.

**A FEW RULES:**

1. Children may not leave the grounds without an adult.
2. Adult guests may leave with their children. They just need to let you know, and need to arrange a return time before 9:30 p.m. If questions about this arise, call Keeleys or Graces.
3. NO FOOD ALLOWED UPSTAIRS UNLESS IT'S POPCORN FOR A MOVIE PARTY.

**When to leave:** Overnight Host volunteers arrive at 9:15 pm. Please fill them in on any necessary information.

**Thank you for volunteering!!**

**Questions... please contact** Evening Host Coordinators.