



ILS Module 5: Clothing and Organizational Skills

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Plan to have a planning meeting with the ILS team one month before the program.

Planning meeting location:		Planning meeting date:
Event location:		
Event date:	Event start time:	Event end time:
Grocery store where items will be purchased:		

Who	What	By When	Completed?
	Send out action plan and meeting notes to team		
	Print nametags and add braille to nametags		
	Print tip sheet and Chicken Soup Recipe		
	Contact braille production for braille copies for task analysis and homework		
	Grocery/online list for purchase		
	Email instructor about time and store address		
	Pick up groceries from store		

Agenda (Fillable)

Time	Activity
	Staff should arrive 1.5 hours before the event for setup
	Arrival, nametags, hand sanitizer, agenda and overview of evening, quick snack
	Break into groups for stations: Station 1: Making Soup (90 minutes) Station 2: Folding Clothes (30 mins) Station 3: Fruit Dip, Crackers and Table Setting (30 mins) Station 4: Cutting Fruit (15 mins) Station 5: Cleaning (15 mins)
	Station rotation
	Station rotation
	Eat and discuss halfway point survey
	Wrap up and end of program

Rotations (Fillable)

Group/Time	Group 1 (Preschool Boys)	Group 2 (Elementary Boys)	Group 3 (Middle School Girls)	Group 4 (High School Girls)
	Station 4/ Station 5	Station 3	Station 2	Station 1
	Station 2	Station 5	Station 3	Station 1
	Station 3	Station 2	Station 5	Stay at station 1: Station Clean up (stove, dishes, counters)
	All groups eat and discuss clothing organization with instructor (parents complete Halfway Point Parent Survey)			

Groups (Fillable)

Group 1: Preschool	Group 2: Elementary	Group 3: Middle/High School

Staff Agenda Overview

Family Arrival and Snack

- Have families come in, apply hand sanitizer, and have a small snack.

Quick Overview of Events

(1 instructor)

- Go to assigned stations.

Station 1: Making Soup

(1 instructor, 90 minutes)

- Oldest students will make “easy homemade” chicken noodle soup on the stovetop. Serve for all of the kids. This requires student to have had experience with stove. Students will need to cut celery, boil water, open cans.
- See Easy Chicken Soup Recipe.
- Alternate Lesson: Make soup from a can in microwaveable bowl and serve.

Station 2: Folding Clothes

(2 instructors, 30 minutes)

- Folding and hanger skills and organization techniques (shirts, pants, socks); see Tip Sheet link in Training Tools document
- Group 3: Show how to fold clothes and towels; also demonstrate Flip and Fold board
- Group 1: Folding small towels and talk to parents about folding clothes, sock clips
- Group 2: Folding clothes and socks

Station 3: Fruit Dip, Crackers, and Setting Table

(1 instructor, 30 minutes)

- Making fruit dip, dividing crackers into baggies, and setting table with napkin and spoon; see Fruit Dip Recipe
- Group 3: Clean off station before switching to Station 5
- Group 1: Divide crackers into bags and set table with napkin and spoon (this group will not make fruit dip; they can share dip from other students)

Station 4: Cutting Fruit

(1 instructor, 15 minutes)

- Hulling strawberries with a lettuce knife or butter knife and pulling grapes from the vine

Station 5: Cleaning

(1 instructor, 15 minutes)

- Cleaning tables (grid pattern) and washing trays and bowls
- Groups 2 and 3: Cleanup skills: First clear dishes, then wipe table, then wash dish and tray at sink

Wrap Up and Homework

- Homework assignment: Clothing Homework
- Send home sock clips with each child
- Halfway survey to families that did not complete last session

Grocery store where items will be purchased:

Items to purchase at grocery store:

Snack:

- ☐ 1 veggie tray with dip
- ☐ 1 meat and cheese tray
- ☐ Crackers
- ☐ Bottles of water

Fruit:

- ☐ 1 large container strawberries
- ☐ 1 bunch grapes

Fruit Dip Ingredients:

- ☐ 1 large container of whipped cream
- ☐ 4 (6 oz) vanilla Greek yogurt (comes in a 4-pack)
- ☐ 1 box vanilla pudding

Chicken Soup Ingredients:

- ☐ 1 small bag celery stalks
- ☐ 2 large cans chicken (diced)
- ☐ 1 container celery salt
- ☐ 1 bag frozen onion
- ☐ 1 small container garlic (not garlic salt)
- ☐ 1 container bullion
- ☐ Thin egg noodles (or precooked noodles)
- ☐ Frozen carrots

Items instructor will bring (already have in ILS materials):

- ☐ Trays
- ☐ Zip-close bags
- ☐ Hand sanitizer
- ☐ Sanitizing wipes
- ☐ Dishcloths
- ☐ Butter knives
- ☐ Spoons
- ☐ Ladle
- ☐ Spatulas
- ☐ Flip and Fold (can make with cardboard if you do not have)
- ☐ Sock clips
- ☐ Clothing markers
- ☐ Shirt, pants, socks
- ☐ Hangers with pins and cards
- ☐ Kid-sized hangers
- ☐ Cutting board
- ☐ Kids' sharp knife
- ☐ Measuring spoons
- ☐ Measuring cups
- ☐ Can opener
- ☐ Marker (thick, black or dark blue)
- ☐ Sticker nametags (large print and braille student names on tags for lunch bags, and remainder of tags for parents)
- ☐ Paper lunch bags

Items staff need to bring from home:

- ☐ Bowls
- ☐ Large soup pot

Items to purchase online:

- ☐ Kids' knife set (example below)
[Jovitec Kid Plastic Kitchen Knife Set](https://amzn.to/32BeOwp) (amzn.to/32BeOwp)

Cooking Tips

The document below contains a large number of important tips and resources for cooking as a person who is Blind or Visually Impaired.

- [MDE-LIO Cooking Tips Document](https://bit.ly/30f7oy2) (bit.ly/30f7oy2)

Tip Sheets

Resources From Texas School for the Blind and Visually Impaired:

- [Cleaning Flat Surfaces](https://bit.ly/2DIKhsJ) (bit.ly/2DIKhsJ)
- [Cleaning Kitchen Counters](https://bit.ly/2XqDGEl) (bit.ly/2XqDGEl)
- [Cleaning a Stove](https://bit.ly/2DmkHDU) (bit.ly/2DmkHDU)

Resources From VisionAware:

- [Organizing and Labeling Clothing](https://bit.ly/31gmimR) (bit.ly/31gmimR)

Training Videos

Resources From Texas School for the Blind and Visually Impaired:

- [Learn to Fold Clothes](https://bit.ly/3gwp3qG) (bit.ly/3gwp3qG)

Other Videos:

- [How to Fold a Shirt with Flip Fold](https://bit.ly/3fsrRnj) (bit.ly/3fsrRnj)

Stations

- Staff should arrive 1.5 hours ahead of families and set up all stations.
- Have one staff member pick up groceries from an order-ahead grocery store approximately 2 hours before the program start time.

Check-In Station

Nametags arranged in alphabetical order (all nametags with large print and braille). Have sticker nametags and thick black marker for parents to write their own (the parent who is attending often changes, whereas the child who is attending does not). Have hand sanitizer at the station.

Snack Station

Near the check-in station, set up a small station for families to grab a quick snack; most families are coming from work if you have it in the evening. Make sure you have snack plates, serving utensils, napkins, and water bottles available.

Discussion Area

Set up an area for families to sit prior to starting at the stations (several large tables in a U shape or rectangle shape works well). It is best to not have families sit at the stations prior to instruction; it will keep each station intact and help them focused on your discussion.

Station 1: Making Soup

1. Near stovetop, place:
 - Tray
 - Pot
 - Easy Chicken Soup Recipe
 - Cutting board
 - Sharp knife
 - Hot pad
 - Package of noodles
 - Can of chicken
 - Bullion
 - Measuring cup
 - Soup ladle
 - Measuring spoon
 - Spices

2. Check refrigerator/freezer for:
 - Celery
 - Carrots
 - Onions
3. On nearby table or counter, place:
 - Spoons and soup bowls

Alternate Lesson: Microwave Soup

1. Microwave nearby (marked for accessibility)
2. Tray
 - Dishrag
 - Can of soup
 - Microwaveable bowl
 - Spoon for mixing
3. Soup ladle
4. Can opener
5. Hot pad or lined dishwashing gloves
6. Soup bowl and spoon

Station 2: Folding Clothes

1. On table, place:
2. Flip and Fold board
 - Short-sleeve shirt
 - Long-sleeve shirt
 - Pants
 - Socks
 - Bath towel
 - Washcloth
 - Hand towel
 - Sock clips and safety pins
 - Hangers with pins and cards
 - Kid-sized hangers

Station 3: Fruit Dip, Crackers, and Setting Table

1. Place a tray for each student (3-4) on a table:
 - Mixing bowl for each student (3-4)
 - Spoons for mixing (3-4)
 - Fruit Dip Recipe
 - Dish rag
2. Place in the center of table:
 - Zip-close baggies
 - Small plates
 - Napkins
 - Spoons
 - Pudding mix
 - Graham crackers
3. In refrigerator:
 - Whipped cream
 - Greek yogurt

Station 4: Cutting Fruit

1. Place a tray for each student (3-4) on a table:
 - Cutting board
 - Lettuce knife or butter knife
 - Dish rag
 - Serving bowl for strawberries
 - Serving bowl for grapes
 - Strawberries and grapes

Station 5: Cleaning

1. Near sink:

- Dish soap
- Dish rag or sponge
- Hand towel for drying
- Drying rack
- (Dishes to be washed will come from other stations)

Creating Nametags

1. In Microsoft Word, in your top ribbon, go to the Mailings heading.
2. Select Labels from the Create section.
3. Select Options from the Envelope and Labels pop up box
4. Select the Label Vendor you are using.
5. Select the code for the correct product number for the label you are using.
 - Product numbers can be located on the packaging and often on the label page.
6. Create labels to fit in vinyl ID holder so you can use them again.
 - Use approximately 48-point font (Verdana, Arial, Calibri (anything that is sans serif)
 - Place clear braille sticker labels on each name badge holder so the child can find their own nametag.
 - Place the nametags for the children in alphabetical order on a table clipped to a piece of carboard so it is easy to transport in my binder and the badges aren't falling on the floor when the child looks for their name.

For the parent nametags, I typically bring disposable stickers, as the same parent does not always attend.

Start with a wet dish rag that has excess water squeezed out. Use a grid pattern from left to right to cover the entire surface. Have the student move along the top edge from left to right. Once you reach the right edge, move the cloth down about 1 inch, then move the cloth across to the left edge. Move the cloth down 1 inch, and then move the cloth across the surface to the right edge. Continue with this pattern until you've reached the bottom edge. Once this is done, you can go back and wipe the surface in a top-to-bottom grid pattern. For the top-down grid pattern, move the cloth down one edge of the table, move the cloth slightly to the right about an inch, and then move up the table, pushing the cloth away from your body. Move to the cloth to the right again and move back down the table. Repeat this progression until all of the surface area has been wiped clean.

It does not matter which grid pattern you use first as long as you cover the entire surface. If a student is struggling with this concept, you can create a tactile example on a table using yarn taped to a table in the grid pattern. Examples are below of how you could tape the pattern to your table.

Wipe crumbs into your hand when you reach the bottom edge of the table/counter each time. An overlapping pattern is used to be sure the surface has been cleaned.

Left-to-Right Grid Pattern



Top-to-Bottom Grid Pattern



Ingredients

- 2 cans diced chicken (drain liquid from can)
- ½ bag carrots, sliced (fresh or frozen)
- 2 celery stalks, chopped
- 10 cups water (omit this if using premade stock/broth)
- 10 tsp. chicken bouillon granules (pre-made stock/broth works well, too)
- ¾ tsp. celery salt
- 1 tsp. garlic (fresh or powdered)
- ½ cup frozen onion (pre-cut)
- 2 cups thin egg noodles (pre-cooked noodles also work)

Instructions

1. Add 10 cups of water to a large stock pot. Bring the water to a boil. Add your chicken bouillon to the boiling water. Stir until the bouillon is dissolved (about 5 minutes if using bouillon cubes).
2. While water is heating, clean and chop 2 stalks of celery.
3. Add all other ingredients at this time, except the noodles and chicken.
4. Let cook for 15 minutes.
5. Add the chicken and noodles at this time and cook for about 10 minutes on low.
6. Soup will be ready when noodles are soft (about 10 minutes).

Note: If you are using pre-cooked noodles, the soup is ready when chicken and noodles are hot (about 5 minutes).

Ingredients

Serves: 4-6 people

- 1/2 container of whipped topping
- 1/2 package of vanilla pudding
- 6 ounce container of vanilla Greek yogurt

Adjusted recipe for smaller amounts (serves 2 people):

- 6 oz whipped topping
- 6 oz Greek yogurt
- 2 spoons of vanilla pudding powder

Instructions

- Combine the ingredients in a medium mixing bowl.
- Using a large spoon, mix all ingredients and serve with chopped fruit. Serves 4-6 people.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Pick at least 3 days each week to complete one of the tasks below. Write the number of the activity you performed in the calendar in print or braille.

1. Fold washcloths.
2. Fold towels.
3. Fold your laundry (shirts, pants, underwear, and socks).
4. Match or fold socks.
5. Hang a piece of clothing on a hanger.
6. Separate towels and washcloths.
7. Put your clothes away in a drawer or closet.