



ILS Module 7: Evening Routine

Action Plan	01
Agenda	02
Grocery List	05
Materials List	06
Training Tools	07
Station Setup Plan	08
Nametag Template	10
Making a Grilled Sandwich Task Analysis	11
Spreading Homework	12

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 and braille nametags		
	Braille sticker nametags for lunch bags		
	Print homework pages		
	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, quick snack and introductions and overview of evening
	Break into groups for stations Station 1: Bathing, Shaving, Face Washing (30 mins) Station 2: First Aid (15 mins) Station 3: Making Grilled Sandwiches (30 mins) Station 4: Eat Your Grilled Sandwich (15 mins)
	Station rotation
	Station rotation
	Ask the expert
	Wrap up and end of program

Rotations (Fillable)

Group/Time	Group 1 (Preschool Boys)	Group 2 (Elementary Boys)	Group 3 (2 MS/HS Girls)
	Station 3	Station 1	Station 2
	Station 4 (15) and Station 2	Station 2 (15) and Face Wash (15)	Station 3 and 4
	Station 1	Station 3	Station 1
	Full group	Full group (Station 4)	Full group

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, eat small snack

Introduction and Overview of Events

(1 instructor)

Station 1: Bathing, Shaving, Face Washing

(1 instructor, 30 minutes)

- This station can be geared toward the correct age for the children. Keep skills appropriate. Preschool and elementary students will not be ready for shaving. Middle school and high school students likely have a bathing routine at this point. Bathing skills can be practiced with clothing on unless you have access to a tub or shower and all students and families have bathing suits to change into. You may consider having this session during warmer weather if actual bathing is to take place to account for wet hair.
- Bathing Practice: Preschool/Some Elementary: Review skills such as thoroughly washing all body parts; using a washcloth, loofah, or wash mitt; keeping track of soap in the tub/shower; knowing when the soap is out of your hair; and marking shampoo/conditioner bottles. Talk about practicing how much shampoo to dispense.
- See Shaving Practice tip sheet and video link on p. 7.
- See Washing Your Face and Eyelids video link on p. 7.

Station 2: First Aid

(1 instructors, 15 minutes)

- Explore a first-aid kit and what materials are inside (bandages, gauze, alcohol wipes, antibiotic cream). Practice opening and applying bandage. Use rubber gloves: Discuss how to put on and how to properly take off.

Station 3: Making Grilled Sandwiches

(1 instructor, 30 minutes)

- Explore cool Foreman grill or waffle iron. Have a student plug in and warm up grill. While it is heating, have students butter bread with room temperature butter (must be able to glide smoothly with no resistance). Have students place a slice of cheese and a slice or two of meat in the center of the bread and put buttered sides away from cheese (facing out). Using a plastic double spatula (looks like tongs with two spatulas on the ends), have the student place their sandwich on the grill and close the lid. It should be cooked in about 2-3 minutes. Remove the sandwich using the double spatula. Some grills are designed so that you can set a plate nearby and just slide the sandwich from the grill to the plate. Oldest students should be able to eat during this time.
- See Task Analysis for Grilling Sandwich.
- Alternate Method: Do not preheat the grill. Set the buttered sandwich on the cool grill. Plug it in and close the lid. The whole process should take 5 minutes to cook the sandwich. Young children can use the alternate method for making their grilled sandwiches.

Station 4: Eat Your Grilled Sandwich

(15 minutes)

Ask the Expert

- This is an opportunity for parents and students to ask an adult who is Blind or Visually Impaired questions regarding independent living skills.

Wrap-Up and Homework

- Evening Routine Homework to go home.
- Send home bandages to practice opening and sticking on self or someone else.

Grocery store where items will be purchased:

Items to purchase at grocery store:

Snack:

- ☐ Water bottles
- ☐ Cheese and meat tray
- ☐ Veggie tray
- ☐ Granola bars

Shaving:

- ☐ Manual razors
- ☐ Shaving cream (men's and women's)

Bathing:

- ☐ Bar soap
- ☐ Shower gel
- ☐ Shampoo
- ☐ Conditioner

First Aid:

- ☐ First-aid kit
- ☐ Bandages (e.g., Band-Aids)
- ☐ Gauze
- ☐ Antibiotic cream
- ☐ Rubber gloves

Grilled Sandwiches:

- ☐ Butter
- ☐ Bread
- ☐ Sliced cheese
- ☐ Ham and turkey lunchmeat

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

- ☐ Sanitizing wipes
- ☐ Hand sanitizer
- ☐ Dish soap
- ☐ Dish rags
- ☐ Paper lunch bags
- ☐ Trays
- ☐ Foreman grill or waffle iron
- ☐ Brailled and printed task analysis
- ☐ Brailled and printed homework
- ☐ Nametags
- ☐ Rubber band
- ☐ Silverware
- ☐ Plates
- ☐ Paper plates
- ☐ Napkins or paper towel
- ☐ Double-sided spatula
- ☐ Washcloths
- ☐ Hand towels
- ☐ Bath towels
- ☐ Large bowls for shaving
- ☐ Loofah
- ☐ Wash mitt
- ☐ Soap dish
- ☐ 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)
- ☐ Zip-close plastic bags

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

- [Tips for Showering](https://bit.ly/3kaqrRS) (bit.ly/3kaqrRS)
- [Tips for Shaving](https://bit.ly/2XuB20h) (bit.ly/2XuB20h)

Training Videos

Resources from Washington State School for the Blind

- [Shaving Tips](https://bit.ly/39Wgumk) (bit.ly/39Wgumk)

Other Videos:

- [Blind Life Hack: Bathroom Tips](https://bit.ly/31nvEgu) (bit.ly/31nvEgu)
- [Washing Your Face and Eyelids](https://bit.ly/3kdFPgg) (bit.ly/3kdFPgg)
- [How to Apply a Band-Aid](https://bit.ly/3gFiHyA) (bit.ly/3gFiHyA)

- 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: Bathing, Shaving, Face Washing

You will need to set up three separate trays of materials for this station. Near or in a bathroom with a sink and shower/tub, set up:

1. Tray with:
 - Shaving cream (face and legs)
 - Razors
 - Washcloths
 - Hand towels
2. Tray with:
 - Face wash
 - Washcloths
 - Hand towels

3. Tray with:

- Shampoo (marked with rubber band)
- Conditioner
- Washcloth
- Bath towel
- Bar soap
- Soap dish
- Liquid body soap
- Loofah, bath mitt (optional)

Station 3: Making Grilled Sandwiches

In kitchen area:

1. On counter or table with access to outlet, place:

- Foreman grill or waffle iron (unplugged)
- Bread (leave in package)
- Cheese
- Meat
- Butter
- Double-sided spatula
- Task Analysis for Grilled Sandwiches

2. On tray, place:

- Butter knife
- Plate
- Dish rag

Station 4: Eat Your Sandwich

No special station needed for this; children can eat in the discussion area.

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 a binder and the badges aren't falling on the floor when the child looks for their name.

For the parent nametags, consider bringing disposable stickers, as the same parent does not always attend.

Objective

The student will show competence in grilling a sandwich by:

- Placing food in memorable position in frying pan or griddle
- Setting control to required temperature and adjusting as indicated
- Safely turning and removing food
- Effectively determining the doneness of food

Technique

1. Place food to be grilled in cold pan/griddle in an organized manner.
2. Food should be separated from one another and not overlap the sides of the pan.
3. Students should note how the food is laid out and how many pieces are in the pan/griddle.
4. Turn on stove or griddle to medium-high.
5. Use a food turner to turn food.
 - Spatula
 - Double-sided spatula (usually works best)
 - Tongs
6. Utensil can be used to probe and determine the texture of the food and, therefore, provide an indication of doneness.
 - In addition, a timer and smell can assist in determining the doneness of food.
7. Before attempting to remove food from the pan/griddle, a plate or serving dish should be placed in an easily located spot near the pan/griddle.
8. The food is then lifted with spatula and placed on the awaiting dish.
9. Be sure stove/griddle is turned off.

Adaptations

- Some students may find it easier to use a teaspoon instead of a knife for spreading because of its wider surface.
- A circular motion as well as any of the above techniques may be used.
- It is easier to spread butter/condiments on bread that has been refrigerated or frozen.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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

1. Wash your face.
2. Shave your legs.
3. Shave your armpits.
4. Shave your face.
5. Brush and floss your teeth.
6. Wash your hair.
7. Take a shower.
8. Take a bath.
9. Make your lunch for tomorrow.
10. Set out your clothes for tomorrow.