

GRACE NIGHT:

Grace Chapel's respite event for families with special needs

Grace Night was born out of a desire to give parents, raising children with special needs, a break. Realizing that some children will not live independent lives, we knew we had to have our program include adults. Grace Night is also open to siblings, so Mom and Dad can have a true break.

Each Grace Night is structured roughly the same, so the participants know what to expect. However, there is also a theme for each Grace Night which adds a new dimension and a special event throughout the night.

Theme Ideas:

- Olympics
- Princesses and Super Heroes
- Carnival
- Therapy Animals "Meet and Greet"
- Mini Nutcracker Performance
- Valentine's Day
- Beach
- Christmas
- Candy Land
- Polar Express

Stations: *There are stations that the kids can come and go to throughout the evening*

- Glow in the Dark, Bubble or Dance Room (or combination of)
- Bingo/Uno
- Pearler Beads/Crafts
- Gym
- Karaoke
- Ps3/Wii

Food: We provide dinner (Chick-fil-a), but we understand each church's budget is different. Some prefer to not feed the children or while others have them bring their own supper. Other respite programs serve different foods each time.

Chick-fil-a has been a great solution for us. We can meet dietary restrictions (gluten free) and it makes everyone happy! We only buy the entrée choices (nuggets or sandwich -either can be grilled too - and salad). Then we add chips, fruit and a dessert (always having a gluten free option as well).

We have also found snow-cones to be a huge hit for dessert! We purchase dye-free syrup - <https://www.amazon.com/Free-Snow-Cone-Syrup-Samples/dp/B00HW7AB58>. This is the only option we offer with snow cones, due to food dye restrictions many special families follow. We have also hired "Blue Monkey" Snow cone truck/ vendor to come out. They have dye-free and all natural options and are very friendly!

Registration: Registration is always free but required. For registration to be complete it is necessary for a child profile form to be on file. From this parent based questionnaire, we can provide the buddy the information they need to have a successful night with the participant.

A copy of the profile form is found at <http://www.gracechapel.net/ministries/grace-night> and in this handbook.

Check out this link to see our Grace Night video: <https://vimeo.com/171587778>

Grace Night Checklist

(please note this is specific to Grace Chapel, but can be made to suit your needs and physical layout of event space)

- At least 2 months prior
 - Theme identified
 - Contact Graphic Artist to create flyer
 - Inventory stock and make lists of purchasing needs
- 6 weeks prior
 - Notify regular volunteers and ask for commitment
 - Place mail orders for craft and other supplies
- 5 weeks prior
 - Make sure on-line registration is working
 - Notify regular participant families and invite them to sign up, before posting publicly
- 1 month prior
 - Flyers posted (around church, community, etc)
 - E-bulletin
 - Facebook – change cover photo to flyer
 - Include registration links for volunteers and participants
 - Asana task list room set up for transition team (our way of communicating our set up needs with other church staff members helping)
 - 311 – room stays as is (for our more fragile participants)
 - 312 – set up like for Sunday morning (Lego and swing room, sensory room)
 - 313 – 2 rows of chairs facing the TV (PlayStation)
 - 314 – room stripped (glow in the dark room, bubble or dance)
 - 315 – 2 sets of 2 tables in each set. 8 chairs around each set (craft/pearler beads)
 - 316 - small tables that are stacked, put out with small chairs added (from rm 107). Need a total of 10 little chairs in room. 3 red chairs in room. Baby gate (from preK) added to doorway. (preschool area)

- 317 - 2 sets of 2 table, with chairs around the tables (board / Bingo room)
 - 318 - table under TV. 3 rows of chairs in a semi-circle facing AWAY from TV. Chairs should be facing partition. (karaoke room)
 - Gym – stripped of chairs/carpets. Used for free play/jump house
 - MSM – room for older siblings (13 and up) so they feel included: Wii, ping pong, corn hole, etc.
 - Fellowship Hall – 17 tables and chairs prepped
- 2 week prior
 - Video announcement shout out if volunteers are needed
 - Special events Asana tasks with room breakouts and set up needed.
 - 1 week prior
 - Non-perishable food shopping
 - Beverages (water, sodas, organic juice, lemonade)
 - Paper products
 - Chips (lays plain potato chips, Cheetos, Doritos, BBQ)
 - Begin to match volunteers with children and ensure key roles are filled
 - 3 days prior
 - Email reminders and instructions to volunteers and parents of participants (include times to arrive, which entrance to use, etc.)
 - 2 days before
 - Order Chick-fil-a: ask for school discount and remind them it is tax deductible
 - Large salad for every 10 people who request salad (assortment of dressing, but avocado ranch is favorite.)
 - Order 1/3 more sandwiches than orders placed (most men want 2)
 - Order a medium nugget tray for every 20 people (for seconds) or a large tray for every 30 who ordered nuggets
 - Assortment of sauces with chick-fil-a sauce and honey mustard being the most requested
 - Always order more than you think you will need.
 - Pick-up of food is at 5:45 (designate a volunteer to take church CC and pick up food.)

- Finalize the participant and volunteer assignments
- Confirm all are in Fellowship One, with assignments
- Day before
 - Final shopping of any perishable needs
 - Fruit (clementine's/bananas/applesauce)
 - Cookies
 - Gluten free option (fruit snacks)

Grace Night:

Safety Procedures and Protocols

Bathroom: A buddy should never be alone with a child in the bathroom. If they are assisting a child, the bathroom door needs to be propped open and the stall door left open. If a child needs a diaper change, there should be 2 people present. Men are NOT allowed to take children to the restroom or change diapers. Safety team should alert Director of Grace Night if they witness this.

Elevator: Elevator is only used during Grace Night for those in wheelchairs or with limited mobility. Buddies should not be alone with a child on the elevator. Safety team should alert Director of Grace Night if they witness this.

Loners: Children should not be wandering the building alone. If a member of the safety team sees this, they are to redirect the child back to the Grace Night activities and notify the Director of Grace Night. (*Note: A few of our older siblings will not have buddies; but most will be with a Can Do volunteer at all times.*)

Medical Emergency: A nurse, or other medical professional, is present at Grace Night. If a situation arises, the nurse will assess the situation. Safety team will be key in making sure the area stays clear and all remain calm. Parents will be notified, and an ambulance called if needed.

Violent/aggressive behavior: Grace Night is a gift to the parents. Recognizing that we are not a government run institution that is required to provide this service, we will not physically restrain a participant, if they become violent or aggressive. Our volunteers are not trained to perform proper restraints. However, we will remove the child or clear the area to make sure all remain safe. The parents will be called to pick up their child from the event, if we are unable to calm the individual. Safety team will be critical in this moment if the child needs to be physically relocated to a safe room or the area evacuated so no other individuals are harmed. A member of the safety team should remain with the volunteer and child, until the parent arrives, should we need to take this measure.

Fire Alarm: If a fire alarm goes off during Grace Night, we will determine through an on-site safety team member or designated person the source and location of the alarm via the panel (screen) at entrance 11; the alarm will be silenced by depressing the "signal silence" button inside the panel (note - strobes will continue). The source/location will be quickly investigated to validate the presence of fire and a determination made to evacuate or re-locate considering prevailing weather conditions. Post investigation and a "false alarm" determined, an all-clear will be given and the panel "reset" button depressed to return the fire system to normal condition (strobes will cease at this point). Dispatched fire resources will also need to be cancelled by calling 615-790-5801 - otherwise firetrucks will roll. Considering past history, a pull station may have been activated by a participant, but we will take all appropriate safety measures as if it were a true emergency.

Regardless of the nature of the alarm, volunteers first and foremost will keep kids calm and reassure them. If an alarm is confirmed as a fire, an orderly evacuation will be initiated and a safe refuge area identified in response to fire location; a head-count will be taken to determine all event participants are accounted for. An all-clear will only be given when on-scene fire personnel have determined it is safe to reoccupy the building; this will be confirmed by a safety team member or Director of Grace Night. Most likely, the alarm would have been accidentally pulled, but we will take appropriate safety measures, as if it was a true emergency.

**Student/Child Information
Can Do Ministry
Grace Chapel**

Thank you for filling out this form. We respect your privacy and will only use this for ministry purposes. This information will only be shared with individuals caring for your child/"respite night participant", so they will know and understand any special care needs.

Participant's Name: _____ Birth date: ____/____/____ Gender: __M__F
Mother's Name: _____ Cell Phone: _____ Email _____
Father's Name: _____ Cell Phone: _____ Email _____
Home Phone: _____ (if applicable)

Diagnosis and Special Needs

Does your child have a specific diagnosis/disability of special needs? Please list:

Is your child taking a medication with possible side effects we should be aware of? If so, please list medication and possible effects:

Seizures? _____ No _____ Controlled _____ Uncontrolled Frequency:

Possible triggers to seizures:

Food/Drinks we should not give your child:

Does your child have any allergies we should be aware of? _____ No _____ Yes *Please list:*

Does your child need any assistance when eating/drinking? _____ No _____ Yes *Please describe:*

Toileting: _____ Independent _____ Wears diapers/pullups
_____ Requires Assistance

Mobility: _____ Walks Independently _____ Uses wheelchair _____ Uses braces or orthotics

Any positioning or mobility concerns:

Communication and Cognition

The student communicates in the following ways:

_____ Non-Verbal, but vocalizes _____ Says words _____ Talks in sentences, but hard to understand

_____ Talks near or at typical level for age _____ Uses sign language *Which signs?*

Child can understand what others say: _____ All the time _____ Most of the time
_____ Some of the time

Other:

Following Directions: _____ Unable to follow directions _____ Follows simple one step directions

_____ Follows 2 step directions _____ Has no trouble following directions

Receives Special Education in school? _____ No _____ Yes

_____ Included in typical classroom _____ Some inclusion in typical class _____ No inclusion

Social and Behavioral

Child's strengths?

How is your child like his/her same age peers?

How is your child different from his/her same age peers?

What things or activities does your child like?

What things or activities does your child dislike?

Behavioral tendencies: _____ Temper- tantrums _____ Running away _____ Yelling
_____ Biting _____ Hitting _____ Pushing _____ Aversion to touch

_____ Withdrawal *Other:*

What are triggers to the above behaviors?

How do you handle this/these behaviors?

What suggestions do you have to make this time successful for your child?

Permission and Authorizations

Please read the following statements carefully and initial in each space indicating that you have read, understand and agree to the provision.

_____ I have fully disclosed to Grace Chapel all pertinent facts about the respite night participant's special needs and accept full responsibility for missing information.

_____ I will supply food, drinks, and snacks, as necessary.

_____ I authorize Grace Chapel to take photos and video of my child (without his/her name).

_____ I authorize Grace Chapel to administer medical care in case of emergency.

I understand the nature of this Grace Chapel program and in consideration of being allowed to participate in the program and in consideration of the benefits to be derived from the program, I hereby release Grace Chapel, including its agents and assigns, from all claims and liabilities of any kind, which arise from or are connected in any way with my child's participation in the program.

I have read and initialed the above permission/authorization statements and agree to the terms designed in each:

Parent/Caregiver: _____

Date: _