

Chaperone Checklist

Morning Shift (twelve hour days) or Afternoon Shift (after school)

- Remove Wagons from Storage (aka Voodoo) Room and lock the door
- Two ten gallon water coolers filled with ice (2/3 full with ice in hot weather) and water
- One five gallon water cooler filled with ice (2/3 full with ice in hot weather) and water
- Medical Ice (small green cooler filled with ice)
- Pitchers for filling water bottles (one per chaperone)
- At least four “Gush and Go” Water Bottles (rinse lids before using)
- Medical Cart – check to see if there are fresh washcloths in the bottom, if not they are in the cabinet underneath the microwave
- Chair/EZ Up Wagon
- If it is really hot you may want to fill the white and blue cooler that says “is not for drinking” with some ice and water. The kids can use it to soak their Frog Togs and wash cloths

Afternoon Shift (twelve hour days):

- Place dirty washcloths in basket in water cooler room
- Check to make sure there are still clean cloths in the medical cart. If not they can be found in the cabinet underneath the microwave
- Refill water coolers and ice if necessary

End of the Day:

- Empty “Gush and Go” Bottles. Place the lid in a pitcher with bleach solution to soak overnight. Place bottles on racks to dry
- Place dirty washcloths in basket in water cooler room
- Empty medical ice and leave lid open
- Place pitchers on racks to dry
- Place all wagons in Storage (aka Voodoo) Room and lock the door