



Check-In and Check-Out Process for Overnight Staycations

Sunday Check-In:

Individual Participant Check-In will begin at **1:00PM** in the Dining Hall

Participants from a Group Home: Check-In will begin at **2:00PM** in the Dining Hall

Please **start** at Station 1 to check in and continue through all three stations.

Station 1: Participants will be signed in, Check-In card will be given to the caregiver and participants will receive their name bracelet or a name tag.

Station 2: Dietary check in: our kitchen team will go over each participants dietary needs.

Station 3: MAR Form: Stop at Station 3 to have your MAR form checked for proper completion before going to check in medications. You will receive at Station 3 your number to check in with the nurses. This piece of paper also includes program and agency contact information for the week.

Once you have gone through all three stations, you are welcome to take your participant to their assigned cabin to unpack and meet their cabin staff. Then caregivers will come back to the dining hall to check in medication if you need to. **Make sure you have received sign off on you check-in card from each check-in station and turn in the check-in card to a staff in the cabin.**

Please make sure you stop at all three stations.

Friday Check-Out

Check out for the overnight staycations will begin at **2:00PM** in the designated area marked with signs for Check-Out.

Please start at Station 1 to go through the check-out process.

Station 1: Receive your check-out card, participants will be signed out. You will receive your participant's activity bag from the week and cabin staff will be informed via walkie talkie that your participant is ready to check out.

Station 2: Nurse's Table: Stop at the Nurse's table to pick up medication. Please have the nurse sign your check-out card.

Once you have gone through the check-out stations please go to your participant's assigned cabin to pack up their belongings. Caregivers will assist their participant in packing up their personal belongings. Cabin Staff will be present to help you with any questions you may have about your participant's belongings. **Please give your cabin staff your check-out card before leaving the cabin.**

Note: If a participant has soiled belongings from Friday morning those will be packed up in the plastic bag to be taken home to be cleaned. There is not enough time on Friday morning to complete this cleaning task appropriately.

Carts and wagons are available to help with moving participants belongings. They are typically located outside or inside the dining hall.