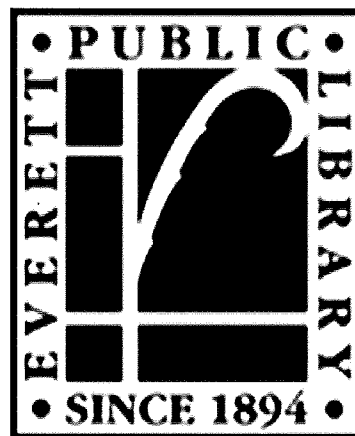


Hosting a Library Sleepover

Presented by: Linda Stover



**Evergreen Branch Library
Everett Public Library
Everett, WA**

WALE October 28, 2014

**SLEEP-OVER
EVERGREEN BRANCH**

Meeting held Tues. 1/9/01 (Liz, Jody, Linda)
MARCH 30, 2001 7 p.m.-8a.m.

Time Frame:

DATE	TASK	WHO?	COMMENTS
Jan. 17	Meet w/ Steve & Kevin re: flyers & publicity	Liz	
Feb. 2	Flyers & publicity to public	Liz	
Feb. 16	Sign-up begins	All staff	
Mar. 16	Sign-ups end	Liz	Submit adult info for police check
Mar. 23	Call to remind	Jody, Linda	Invite waiting list if some have cancelled
Mar 27-30	Shop/arrange for supplies	Jody, Linda	
Mar. 29	Call to remind	Jody, Linda	
Mar. 30	Sleep-over	Jody, Liz, Linda S.	
Mar. 31	Departure	All	

Who will attend? Children in 1st through 5th grades (boys and girls)

How many? 28 children (????)

How many adults? 1 adult per 4 children (7 adults (????) – plus 2 staff all night and one till “lights out”

Proposed Schedule:

TIME	ACTIVITY	WHO	COMMENTS
Friday 7:00 p.m.	Arrival	Liz, Jody, Linda	
	Welcome/Rules	“	
7:30	Game		
8:00	Craft		
8:30	Snack		
9:00	Stories		
10:00	Video		
10:30	Quiet reading		
11:00	Sleep	Jody, Linda	
Saturday 7:00 a.m.	Wake up	Jody, Linda	
7:30	Morning snack		
8:00	Departure		May check out books

ASSIGNMENTS:

Liz: Create permission slip
 Check on liability issues
 Police check of parents
 Write letter to Safeway
 Check w/ Dorothy re: J program funds
 Work on impact of Linda's schedule (8 hrs. work) (Ck w/ Dorothy re: Jody, too)

Jody & Linda: Create sign-up sheet and waiting list
 Draft a flyer
 Begin planning the activities

SLEEP-OVER SIGN UP			7 p.m. Friday, April 5, 2002		
1	ADULT:		ADDRESS:		
	TELEPHONE:				
	KIDS:		AGE:	GRADE:	SCHOOL:
	1				
	2				
2	ADULT:		ADDRESS:		
	TELEPHONE:				
	KIDS:		AGE:	GRADE:	SCHOOL:
	1				
	2				
3	ADULT:		ADDRESS:		
	TELEPHONE:				
	KIDS:		AGE:	GRADE:	SCHOOL:
	1				
	2				
4	ADULT:		ADDRESS:		
	TELEPHONE:				
	KIDS:		AGE:	GRADE:	SCHOOL:
	1				
	2				
5	ADULT:		ADDRESS:		
	TELEPHONE:				
	KIDS:		AGE:	GRADE:	SCHOOL:
	1				
	2				
6	ADULT:		ADDRESS:		
	TELEPHONE:				
	KIDS:		AGE:	GRADE:	SCHOOL:
	1				
	2				
7	ADULT:		ADDRESS:		
	TELEPHONE:				
	KIDS:		AGE:	GRADE:	SCHOOL:
	1				
	2				
8	ADULT:		ADDRESS:		
	TELEPHONE:				
	KIDS:		AGE:	GRADE:	SCHOOL:
	1				
	2				

February 27, 2002

Thanks for registering for our Second Annual Library Sleepover. Please give each child a copy of the LIBRARY SLEEP-OVER CHECKLIST and have each child's parent or guardian fill out and sign the PARENTAL RELEASE AND COVENANT and the PARENTAL PERMISSION FORM. Then fold and return all of the stapled permission forms for your group to the Evergreen Branch Library or the Children's Desk at the Main Library. You will find my name and Liz Hawkins written on the outside of the stapled forms to insure that library staff gets this to the correct person at either library. Please return by Friday, March 29. Children whose forms have not been signed and returned will not be allowed to attend this program. I will be contacting you by phone a day or two before the program to make sure that everyone you registered is able to come. We will probably have a waiting list and would like to offer any open spaces to other children and parents at this time.

Just a reminder that you, as the participating adult, must spend the night at the library and you should also plan on participating in some of the planned activities. If you have any questions please contact me at 425-257-8030. I look forward to seeing you at 7PM on April 5 at the Evergreen Library, 9512 Evergreen Way, Everett, WA 98204.

Jody Davis,
Children's Librarian

**EVERETT PUBLIC LIBRARY
CHILDREN'S SERVICES**

P A R E N T A L R E L E A S E a n d C O V E N A N T

(I)(We), the undersigned, hereby request permission for _____
to participate in the Library Program _____. The program will
take place on _____ (date) at _____ (place).

In consideration of the permission granted to said child to participate in the stated activities, we hereby, for ourselves and the child, our heirs, and legal representatives, hold harmless, indemnify, release and discharge the City of Everett, its officers, employees and agents, and the Everett Public Library, its Trustees, and its employees, and agents of and from all claims, actions, and causes of action for injuries sustained to the person of said child and/or property during said child's participation in the stated activities. We further covenant that we will never, individually or as guardians, institute and action against the City of Everett, its officers, employees and agents, and the Everett Public Library, its Trustees, and its employees, and agents on account of any injury or other loss or damage sustained or that may be sustained, by us or by said child, as a consequence of participating in the stated activities.

We know the risks and dangers involved in such activities, and that unanticipated and unexpected dangers may arise during such activities, and we assume those risks of injury. We agree that the child shall obey the rules and requirements established by the Library, its agents or employees during such stated activities.

We certify that we have read the above release and covenant and agree in all respects with said release and agree to the terms thereof.

In witness whereof, we have executed this Release and Covenant at _____,
Washington, on the _____ day of _____, 2001.

Mother

Father

Child

Guardian

Telephone numbers:

Home

Work

Emergency

EVERETT PUBLIC LIBRARY
CHILDREN'S SERVICES

PARENTAL PERMISSION FORM

(I)(We), the undersigned, parent(s) of _____, a minor, do hereby consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care, which is deemed advisable by, and is required to be rendered under the general or special supervision of, and physician or surgeon, and whether such diagnosis or treatment is rendered at the office of said physician or at a hospital or other health care facility. It is understood that this authorization is given in advance of any specific diagnosis, treatment, or hospital care being required, and is given to provide authority to give specific consent to any and all such diagnosis, treatment, or hospital care which may be determined by a physician or surgeon, as aforesaid, to be advisable in the exercise of his best judgment.

This authorization is given for the (activity) Library Sleepover, and shall remain effective through (date) 4/5/02 - 4/6/02 unless sooner revoked by written instrument delivered to the Everett Public Library.

Signature _____ Date _____
(Parent or Guardian)

Phone _____
(Home) (Work) (Emergency)

Library Sleep-over Checklist

- Sleeping bag
- Mat (if desired)
- Pillow
- Wear your PJs (or whatever you want to sleep in)
- Robe and slippers (if you want)
- Teddy bear, bunny (or other favorite cuddly toy)
- Toiletries (toothbrush & toothpaste, comb & brush, washcloth & towel)
- Many smiles and much laughter
- Current bedtime reading
- Flashlight
- White T-shirt to decorate
- Any necessary medications (with Doctor's note of directions to administer; unless parent is staying to administer)

Questions? Please call the Main Library Children's Department 425-257-8030
This event will take place at Evergreen Branch Library, 9512 Evergreen Way.

EVERGREEN LIBRARY SLEEPOVER APRIL 2002

7:00-7:30 Check in, Get Settled, Vote for Movie,
Rules

7:30-9:00 Crafts and Snacks

T-Shirts

Bean & Seed Pictures

Refrigerator Magnets

Posters

Bookmarks

9:00-9:30 Stories

9:30-11:00 Movie and Popcorn or Reading &
Sleeping

7:00 Up and Morning Snacks

8:00 Bye Bye

SLEEP-OVER RULES

1. Jody is in charge. (Introduce Linda, Liz, Sue) If there's a problem, if there's an emergency, Jody makes the decision. Jody is in charge.
2. Doors to the outside are LOCKED. No one may leave the building until morning. (If there's a problem, if there's an emergency – Jody is in charge.)
3. Bathrooms – you may use all three.
4. Please stay OUT of staff work areas (except to use the bathroom down the hall).
5. Computers – you may NOT use computers tonight.
6. Food and drink stay in food area. NO food or drink around library books.
7. If you accidentally spill something, please clean it up right away.
8. Only WALK in the library. (No running.)
9. You may look at or read any book you choose. Please do NOT put books back on the shelf. You MAY check out books in the morning.
10. Quiet time: 11 p.m. till 7 a.m. Everyone will wake at 7:00. Juice and donuts (and coffee) in the morning. Leave the library at 8:00.

SLEEPOVER
2003 Budget > \$100 Friends + \$10 gift = \$110.00

ITEM	STORE	QTY	UNIT COST	TOTAL
<i>Craft supplies</i>	<i>Michael's</i>			
Fabric paint	"	2	2.49	4.98*
Foam board	"	Pkg.	21.99	14.28*
Velcro tape		5 ft. roll	9.49	9.49*
			*W/ coupon + tax	25.84
Key chains	<i>Mail order</i>	Gross	17.95	17.95
			Subtotal crafts	43.79
<i>Refreshments</i>	<i>Costco</i>			
Cups, 12 oz.		200	6.75	6.75
Doritos nachos		1 lg. Bag	3.75	3.75
Cheetos		"	3.39	3.39
Potato chips		1 lg. bags	2.99	2.99
Lemonade (Countrytime)		34 qt (Can dry mix)	5.99	5.99
Apple juice		2 - 96 oz. ea	4.69	4.69
			Subtotal Costco	28.12
Bread (toast)	<i>Oroweat outlet</i>	2	2.69	2.69
Doughnuts		6 dz.	2.89	17.34
			Subtotal Oroweat	20.03
			TOTAL	91.94
Coffee cream	<i>Grocery</i>			\$1.50
Coffee	<i>Cascade Coffee</i>	For 10-15 adults		Donation
Popcorn	<i>Cascade Coffee</i>	For 10-12 batches		Donation
Cookies	<i>Trader Joe's</i>		\$20.00	\$20 donation
Jam & butter	<i>Linda</i>			Donation

Snacks

2001

1 Jar Peanut butter
5 small bags of carrots
3 stalks celery
1 large bag raisins
4-1 gallon jugs apple juice
5 large bags assorted chips
1 package Oreo Cookies
3-1 dz. Boxes doughnuts
1 package doughnut holes

We don't receipts for this year, but some of the food was donated by soliciting local business.

2002

1 Jar Peanut butter
3 small bags carrots
2 stalks celery
1 small bag raisins
3-2 gallon jugs apple juice
3 large bags assorted chips
1 box Teddy Grahams
5-1dz. Boxes of doughnuts
2 boxes of mini-doughnuts

We spent \$21.00 on the 5 boxes of doughnuts, and the Hostess store gave us the mini-doughnuts.

Carrots, celery and peanut butter came to \$10.14 at the Grocery Outlet Store and it came to \$17.86 for the apple juice and raisins at Fred Meyer.

A staff member donated the 3 bags of chips and the Teddy Grahams.

The coffee, creamer, sugar, paper plates and cups were already in the library kitchen.

Quick Snacks for Little Munchers

Fall means packing lunches for school or fixing snacks for hungry kids after classes are out. Here are a couple of favorite ideas for nutritious and tasty snacks:

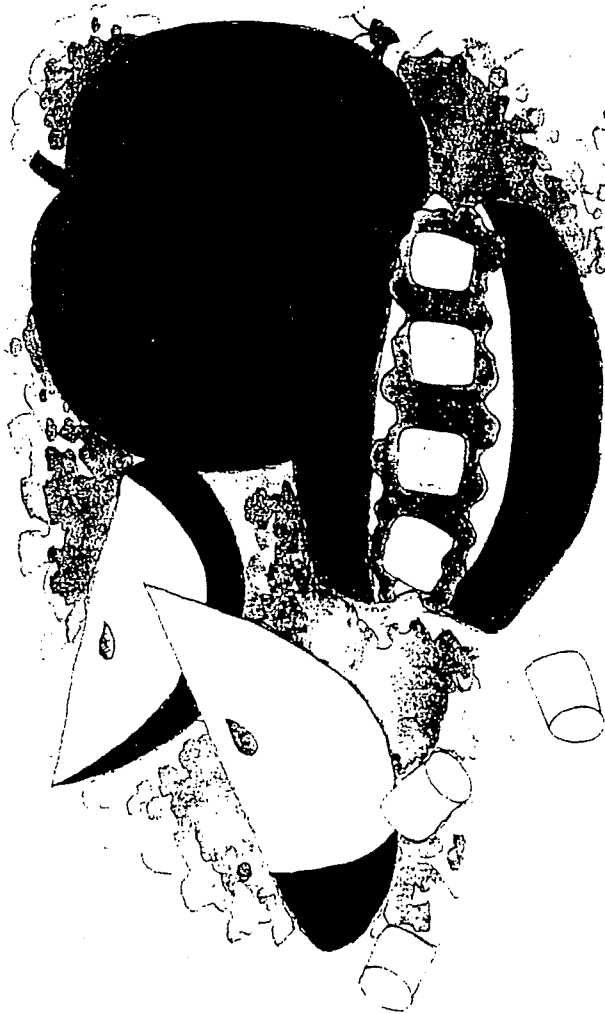
Smiling snack

Here's the stuff:

- * 1 red apple
- * peanut butter
- * miniature marshmallows (3-4 per snack)
- * paring knife

Here's the fun:

Quarter the apple lengthwise and then cut each quarter in half lengthwise to make two thin slices for each "smile." Spread peanut butter on one side of each slice. Line up miniature marshmallows in a row on the peanut butter side of one slice and top with the matching slice, peanut butter down. Makes 4 toothy smile snacks.



Ants on a log

Here's the stuff:

- * several stalks of celery
- * peanut butter
- * raisins (4-5 per snack)

Here's the fun:

Kids won't mind inviting these "ants" to a picnic! Even very young children can help in the preparation.

Clean the celery and cut it into 3" pieces. Fill the hollow side of each celery piece with peanut butter. Have children arrange raisins on top of the peanut butter. Makes 3-4 snacks.

Crafts

- ❖ T-Shirts (2001 & 2002)- about \$20.00 for stamps & paints (also needed newspaper), the kids brought their own T-Shirts.
 - This craft was very well received. You need a lot of table space. Shirts were laid out on the floor of the foyer to dry overnight. Be sure to put newspaper inside of shirts to keep the paint from soaking through to the back. Most of the kids put the paint directly onto the stamps, so we didn't need the little paint trays we had out the first year.
- ❖ Bean Pictures (2001 & 2002) – about \$5.00 for heavy, large Chinet paper plates, and an assortment of beans and seeds. We had tacky glue and I donated a small can of Verathane & small paintbrush. Also needed photocopied pictures for patterns. I found pictures in the coloring and activity books, don't use pictures with too much detail, as these are really hard to color with larger beans.
 - This was a favorite craft. Even the parents were doing this one! Take a large picture and cut around outline. Glue this on to the Chinet plate. Color the picture by gluing different kinds of beans to the spaces. Allow drying for a while, and then painting with the Verathane. The first year we painted with the verathane in the back workroom and the whole library ended up smelling. The second year I did it outside and hung them up on a clothesline, but the verathane dripped and after hanging the first few, I pushed the line down, laid the pictures on the ground and clipped them to keep them from blowing away. Even the kids who attended both years enjoyed doing this a second time.
 - We had birdseed, white rice, barley, pinto beans, lentils, green and yellow split peas, black beans, small and large lima beans and kidney beans.
- ❖ Bookmarks (2001 & 2002) – free, we just photocopied design onto card stock and cut into bookmarks, put out crayons, felt pens or colored pencils. We laminated them afterwards.
 - The second year we added small stickers (oh boy!) (Laminated bookmarks afterward) everyone liked making these with a year on them for a souvenir.
- ❖ Jacob's ladders (2001) – playing cards (donated from a casino), 2 yards of ribbon per ladder, and tacky glue.
 - This craft was a dud. The directions were too complicated and the glue didn't stick and dry well to the coated playing cards.
- ❖ Fortune tellers (2001) – free, just needed paper cut into squares and put out crayons, felt pens or colored pencils
 - These were fun, and the kids enjoyed making them, but we felt we wanted to mix up the crafts and not repeat all of them.

- ❖ Posters (2002) – 11 x 17 inch sheets of paper, we saved discarded magazines to cut up, and glue sticks (laminated afterwards)
 - This craft was a big hit as well! A lot of the kids and parents spent quality time picking out the photos for their collage posters. They had a lot of fun picking their theme and design. This was a great project, as we would have just given away these discarded magazines anyway. We were able to have the kids just spot glue the pictures onto regular paper as the laminating strengthened them and held the pictures in place.
- ❖ Refrigerator Magnets – glass gems (\$3.98 for a 24 oz. Jar @ Pier 1) photocopied small pictures, and magnet strip (we had this on hand), also needed tacky glue & colored pencils.
 - We really enjoyed this craft; it was quick, easy & cheap. The kids enjoyed making them for their parents or friends. We did limit them to making 2 apiece, but we had so much left over, we could have easily let them each do 3 or 4. With a colored pencil (crayons are too waxy, won't glue to glass, and felt pens run when wet glue is applied) color a small picture {you have a master in your packet}. Put glue on picture side after cutting it out and glue to flat part of "gem". Then put glue on the self-stick part of the magnet (for re-enforcement) and glue to the back of the picture. I'm sure we'll do this again next year.

Make sure to practice each craft and make a model to be sure project will work.

Keep directions simple.

Paper Fortune-Teller

With a quick lesson in paper folding, you'll soon be able to "predict" the future for your friends. Or you'll be able to create a Smile-Maker that makes your parents to smile.

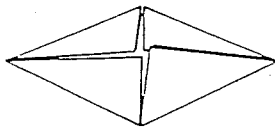
YOU'LL NEED

- 8 1/2-by-8 1/2-inch square of white paper
- pen or pencil
- pocketful of dreams

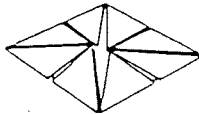


PAPER FOLDING

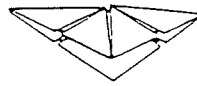
1. With the paper square flat, fold all four corners in so that they meet at the center. You may use a larger or smaller square of paper, but this 8 1/2-inch square works nicely.



2. Turn the paper over, and again fold all four corners to meet in the center.



3. Turn the paper again, and fold it in half, corner to corner. Reopen it.
4. Fold the other two corners together.

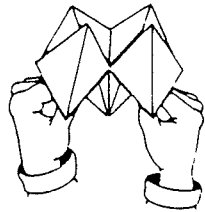


5. Reopen the paper form with the four square flaps up.
6. Stick your index fingers and thumbs under the four flaps, and move the Paper Fortune-Teller back and forth and side to side.

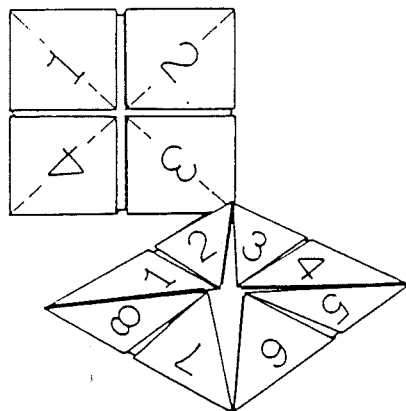


TELLING FORTUNES

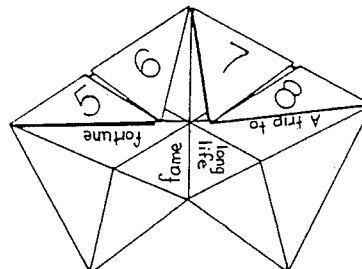
1. Fold the Paper Fortune-Teller again so that you can place your fingers under the flaps.



2. Ask a friend to pick one of the four numbers that are showing.



3. Work the Paper Fortune-Teller back and forth and side to side while counting the chosen number. Make one movement for each count.
4. Now ask your friend to choose a number from the eight numbers showing inside the Paper Fortune-Teller. Again move the Paper Fortune-Teller while counting the chosen number.
5. Ask your friend to pick a number from the ones that can now be seen inside.



6. Lift the flap, and read the prediction written under that number.

PICTURES WITH SEEDS

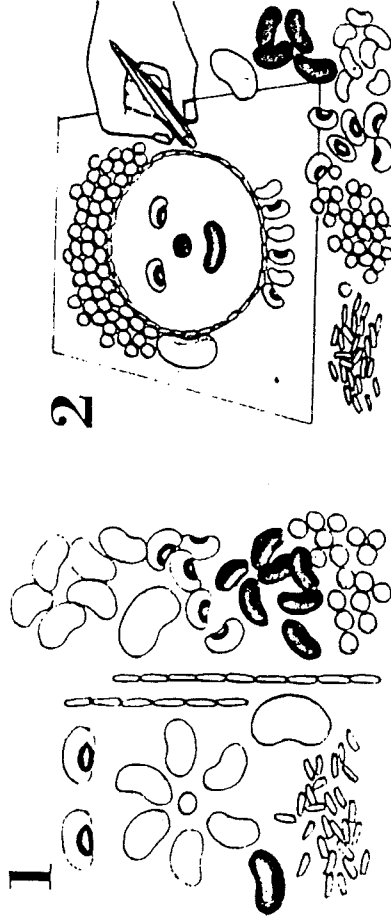
YOU WILL NEED

Beans, peas, and grains
Paper
PVA glue
Toothpick
Tweezers
Clear varnish and brush
Pencil
Piece of stiff cardboard
(or Heavy "Chinet"
Paper plates)

If you search through the kitchen cupboards, you may find dried peas, beans, and grains of all shapes, sizes and colors — white ones such as kidney beans, butterbeans, rice, and barley; yellow ones such as yellow split peas; green ones such as green lentils and mung beans; and dark red kidney beans. Ask if you can use some of them to make patterns and pictures.

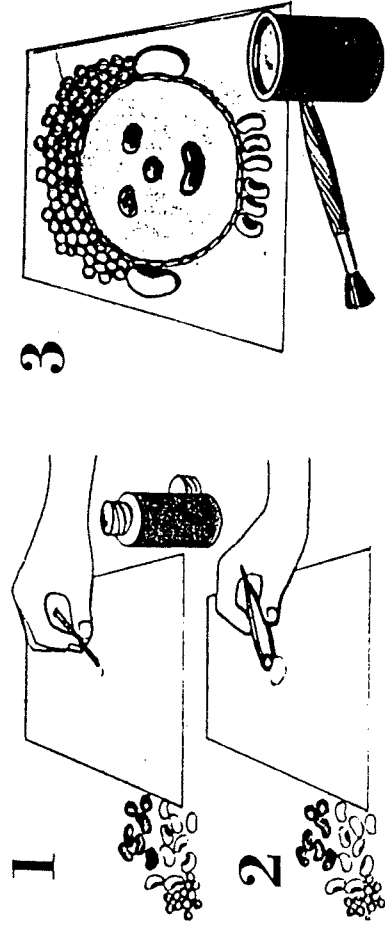
1 Spread out the seeds. What do the shapes look like? Are black-eyed peas like? Are black-eyed peas eyes? Are beans ears? Put half your seeds to one side.

MAKING A PATTERN



2 Arrange the other half of the seeds in a pattern you like on a sheet of paper. If your fingers are too clumsy for the smaller seeds, use the toothpick, or tweezers, to push them into place. It's best to start with a very simple pattern. You can then use this pattern as a guide, and use the other half of your seeds to make your picture.

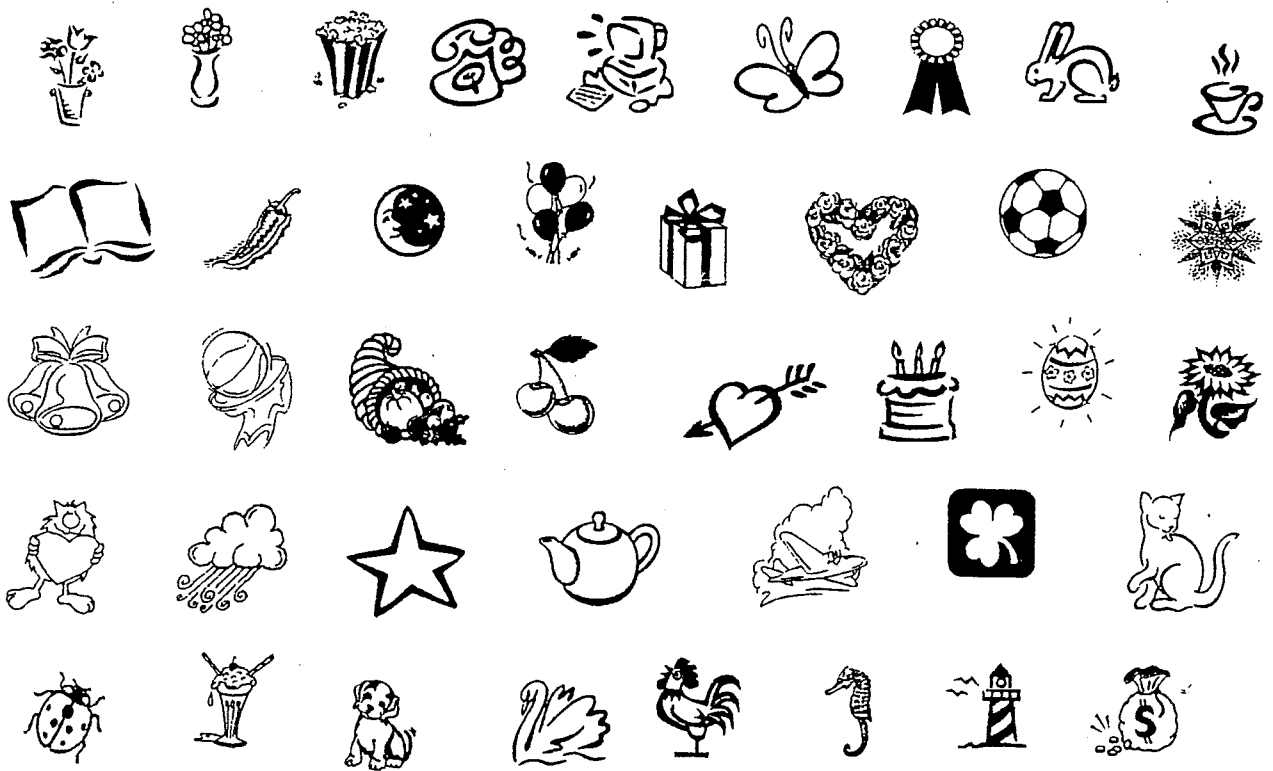
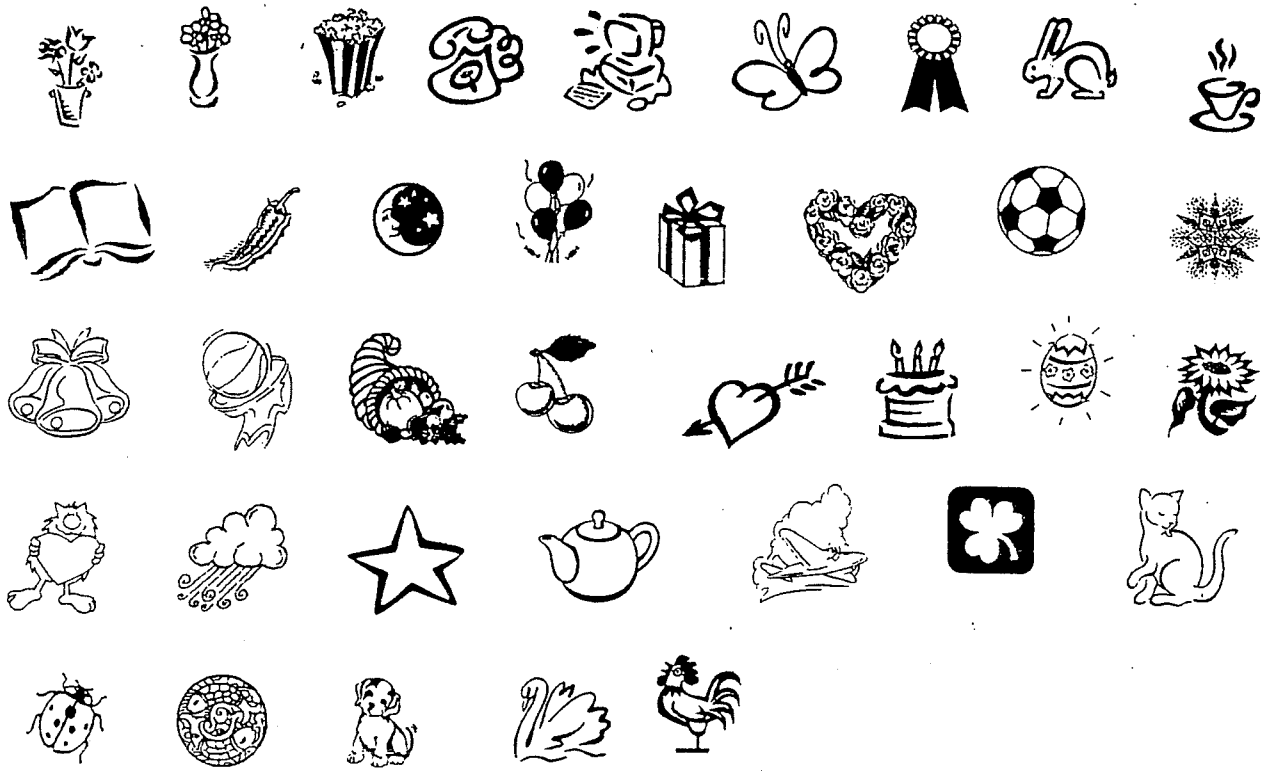
MAKING A PICTURE



1 The glue will dry quickly, so use the toothpick to spread just a little on one area of the cardboard.

2 Pick up the seeds one by one with tweezers and press them on the glued patch. Continue with the next bit of the pattern.

3 When your seed picture is quite dry, paint over it with varnish. (Paint the board as well as the seed picture.) The varnish will make the seeds stick to the board even more firmly, and will also give them a lovely glossy shine.



Library Sleepover Evaluation

1. What did you like best?

Posters. The crafts. Poster-making. Stories. Crafts. Making magnets and bookmarks. Crafts. Crafts and movie. Magnet making. Watching the movie. Movies and popcorn. All the food. Movie. Movie. "I liked all of it especially doing the crafts. I also liked the selection of movies you had. And the food (even if you didn't have tomatoes and bell peppers.) I liked the movie and the arts and crafts. "I liked the beginning where everything was told up front and the children were able to go to various stations That gave them all an opportunity to participate and to make new friends." Movie. Movie. Meeting new people. Doughnuts.

2. What did you like least?

Movie. Stories. Bookmark-making. Bedtime. Bedtime. Movie. Movie. Arts and crafts. Sleeping. Nothing! Nothing. Not having cots supplied. Not getting any sleep. Nothing, I loved it all. "The floors were hard. It would be a long shot, however, I think people would appreciate padding for their blankets and sleeping bags, or be advised to bring air mattresses if they own them." Coloring bookmark craft. Too many people. Not having an air mattress. There were no mattresses to sleep on.

3. Do you think we should do this again next year?

Yes. Yes. Yes. Yes. Yes. Yes. Yes. Yes. Yes. Yes. "Let me think about that...duh!" Yes, yes! Yes. Yes. Yes!!! Yes. "Oh, yes! It was very fun. Doing the crafts with Linda, magnets, etc. Making individual bookmarks, and then getting them laminated from Jody, and her reading, and sharing stories with Liz." Yes. Yes. Yep!

4. Do you have any ideas or suggestions to make it better?

No. No. When you serve the donuts, maybe serve something else. No. More craft time. No. No suggestions. Time for board games. Storytelling before sleep time. Have video games. Games – board games like Monopoly, Candyland, Cranium, or maybe even Charades. Make craft time longer. Krispy Kremes. I do not know. "Could you have more crafts please? And maybe some tomatoes and bell peppers to eat? Also have the draft time run longer." You should serve more kinds of donuts. "We would like more people. You definitely have the space, as long as they don't use you for a babysitting service." Nothing. It's great just the way it is. "I think everything was handled very well. Thanks!" Krispy Kremes.