

END-OF-THE-YEAR CHECKLIST (INCLUDING THREE ATTACHMENTS)

- _____ **Application status last day:** total apps ____; # eligible ____; # tentatively returning children ____
- _____ **Each staff member has signed** the “End of the Year: **Removal of All Personal Property**” form.
- _____ **Clean out smoke stations** and store inside (or in shed)
- _____ **Return to families** inhalers, medications, and all other medical items (nebulizers, epi pens, etc).
- _____ **Put “Center Closed for the Summer”** on/near the door. www.eastmoaa.org →Head Start→Staff Information. Find under ‘General.’ *Adapt the master on the web for your site.*
- _____ **Turn air temperature up to 78°**
- _____ **Unplug all computers** from outlets (*but do not disassemble computer*)
- _____ **Empty refrigerators and freezers** of everything *except* for flour/sugar in the freezer and mustard/ketchup in the refrigerator, *then clean them.*
- _____ **Change phone message** so people will know how to apply for Head Start:
“You have reached _____ Head Start. We are out for the summer. To fill out an application for your child to attend Head Start, text 573-631-7931 or call 1-800-392-8663, x1112. Leave your name, phone number and school district. Thank you.” Note:
1) Say numbers *very* slowly. 2) Local centers use 431-5191 x1112 instead of 1-800.
- _____ **Discontinue trash service**, if no one else is using building over summer.
- _____ **Put in place your system for holding mail.** Check with your post office about how long they will hold it.
- _____ **Store all cameras together** in a locked place **as well as teachers thumb drives.**
- _____ **Check that there are no dripping faucets.**
- _____ **Check that toilets are flushed.**
- _____ **Check the playground.** Make sure all toys are brought in. To the greatest extent possible, remove items from the grass to ease mowing over the summer.
- _____ **Throw away all broken toys, equipment, etc.**
- _____ **Lock up Debit cards** in Personnel File.
- _____ **Shred ALL emergency contact lists** (ie. By door, fanny packs)
- _____ **Facebook** If you have a Facebook page put a post you are closed and put information from summer closed sign.

MAIL IN:

- _____ Health inventory AND Kitchen inventory
- _____ Pull all children’s CACFP form from child’s file (signed and dated). Paper clip together “Attn: Cecilia”
- _____ Mental Health Screening Follow-Up: remove from pink HL Counselor folder and put “Attn: Leah”
- _____ Disability Alert Lists: remove from red DAL folder and put “Attn: Marilyn”
- _____ Transition Agreement(s) w/ each school begun in February. “Attn: Leah”
- _____ “Honey-Do” list for Joe/Tim (memo attached to this checklist)
- _____ Keys for Courtney memo (attached to this checklist)
- _____ End of the Year: Removal of All Personal Property (attached to this checklist)
- _____ Signed End-of-the-Year Checklist (this piece of paper)

CRATE OR STORAGE BOX PREPARATION FOR FILES

- _____ 1. Each file group should include (in this order), 1) child’s file *plus DIAL-4* and, if applicable, 2) family file, 3) purple file. Put a large rubber band around file/file group.
Be sure to include old contact sheets in each child’s file.
- _____ 2. Collect ALL the files from each class. Put the files in alphabetical order by site, not by classroom, *including dropped children’s files.*
- _____ 3. Arrange crate as follows:

Back of tote

Abandoned and waitlist apps (in red folders)
Child’s file/file group (including dropped)
Orange file

Front of tote

SEPARATE BOX

- _____ 1. New/returning/incomplete applications for next year -**make sure incomplete apps are entered in ChildPlus.**
 - _____ 2. Put *center door keys* in a sealed envelope with the name of your center on the outside. Put the name of each staff person who has a key on the key with tape to ensure that staff receives keys when they return.
 - _____ Put the tote(s) and separate box in the site manager’s office. They will be picked up over the summer.
 - _____ Return all unused resource guides and classroom portfolio binders for recycling for next year.
 - _____ All uploaded workflow purchases notes/receipts from 2020-2021.
 - _____ All CACFP Food Production Records for meals served 2020-2021
- All items on this checklist have been completed.* Site manager’s signature _____

To: Joe or Tim (CIRCLE)

From: _____
Site Manager's Name Center

Re: "Honey-Do" List**This is not a WISH LIST. These are maintenance issues that need to be completed in order to comply with licensing and performance standards. If it is something you can do (such as change a light bulb, outlet covers, etc) you need to do this yourself.**

Note: Make two copies. One for your area coordinator and one for Joe/Tim

We have starred (*) our top priorities.

To: Courtney

From: _____

The location each of these keys is as follows:

Shed _____

Playground gate(s) _____

File cabinets _____

Any locked office doors _____

Furnace doors _____

Other keys (list) _____

END OF THE YEAR

*REMOVAL OF PERSONAL PROPERTY USED IN THE CLASSROOM

Last day(s) of this program year: _____
Before leaving for the summer, all staff must sign this form.

I have removed all of my personal property from the center that was used in the classroom.

Signature	Signature

**I have donated the following items to Head Start this year: Signature

The following staff were not present. When I talked with them, they stated that they had personal property from the center that was used in the classroom.

Name	How informed

Site manager signature _____

*Personal mementos, such as photos, certificates, coffee cups and other decorative items, may be left in offices.

**Items brought for an extended period of time must be labeled with staff's name unless they are donated items.