

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

Check mark when completed!

- \_\_\_\_\_ **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](http://www.eastmoaa.org) →Head Start→Staff Information. Find under ‘General.’ *Adapt the master on the web for your site.*
- \_\_\_\_\_ **Turn/lower air temperature to 75°**
- \_\_\_\_\_ **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: Evelyn”
- \_\_\_\_\_ Disability Alert Lists: remove from red DAL folder and put “Attn: Candice”
- \_\_\_\_\_ Transition Agreement(s) w/ each school begun in February. “Attn: Evelyn”
- \_\_\_\_\_ “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
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### Front of tote

## CLEAR PLASTIC BOX WITH HANDLE THAT APPS CAME IN AT THE BEGINNING OF THE PROGRAM YEAR:

- \_\_\_\_\_ 1. **ALL applications**, filed in their appropriate file:
  - a. Next Year New
  - b. Next Year Returning
  - c. Next Year Sibling of Enrolled/WL/Aban
  - d. Next Year Waitlisted Last Year
  - e. Next Year Over-Income
  - f. Next Year – Incomplete

## IN TOTE WITH FILES OR IN SEPARATE TOTE:

\_\_\_\_\_ 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 tote(s) and separate box(es) 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 2022-2023.

\_\_\_\_\_ All CACFP Food Production Records for meals served 2022-2023

*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) \_\_\_\_\_

