

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

- _____ Application status last day: total apps ____; # eligible ____; # tentatively returning children ____
- _____ 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 temperature up to 85° or turn off window air conditioner units.
- _____ Unplug all computers.
- _____ All staff check email and delete outdated/unnecessary messages.
- _____ 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 contact info/where to apply:
"You have reached _____ Head Start. We are out for the summer. If you need further assistance please call _____. Thank you."
- _____ 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 regarding how long they will hold it.
- _____ Locate all cameras and store them together in a locked place.
- _____ Make sure 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.
- _____ Lock up Walmart cards in Personnel File.

MAIL IN:

- _____ Health inventory
- _____ Kitchen inventory
- _____ Disability Alert Lists: remove from red DAL folder and put "Attn: Wendy"
- _____ Transition Agreement(s): remove from Transition folder and put "Attn: Wendy"
- _____ Non-EMAA Staff Orientation form(s)
- _____ "Honey-Do" list for Walt (memo attached to this checklist)
- _____ Keys for Courtney memo (attached to this checklist)
- _____ Signed End-of-the-Year Checklist (this piece of paper)
- _____ Time sheets (double check for accuracy)

CRATE OR STORAGE BOX PREPARATION FOR FILES

- _____ 1. Each file group should include (in this order), 1) child's file *plus DIAL-3* 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. 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.
- _____ 4. Arrange crate as follows:

Back of crate/box

Abandoned and waitlist apps (in red folders)
Child's file/file group (including dropped)
Orange file
Center keys
New/returning/incomplete apps for next year

Front of crate/box

- _____ 5. Put the crate(s) in the site manager's office. If more than one crate, number crates. They will be picked up over the summer.

All items on this checklist have been completed.

Site manager's signature _____

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) _____