

 Policy #: E-13	Effective Date: 2/26/02	Page #: 1 of 1
Ref #: 1304.22 (b) (2) / 1304.51(g)	Policy Council Approval Date: 8/28/07	Revision Date: 4/12/07, 8/22/07

COMPONENT: EDUCATION

SUBJECT: CENTER OPENING

PERFORMANCE OBJECTIVE: To establish a standard procedure for Head Start staff to ensure complete and accurate opening of the centers at the beginning of each school year.

OPERATIONAL PROCEDURE:

The following activities must be completed prior to the children's first day of school:

1. _____ Clean and dust tables, chairs, unit shelves, toilets, and sinks.
2. _____ Clean and check ovens and refrigerator to make sure they are working.
3. _____ Mop linoleum and vacuum carpets, shampoo carpets.
4. _____ Clean blinds and/or windows.
5. _____ Prepare classroom files for children, home visit records, observation log notebook, Creative Curriculum assessment notebook, in-kind sheets, time sheets, leave requests, and telephone logs.
6. _____ Label unit shelves, sinks, tables, toothbrushes, cubbies, and puzzle rack with pictures and words.
7. _____ Check for maintenance/safety, etc, place on appropriate list and send to Central Office.
8. _____ Check/clean playground; report any safety issues to Marketing Manager or designee.

Make copy of above policy; check off and initial as completed; sign, date, add any comments on back, and return to Education Manager.

Education Staff

Date

Education Manager

Date