 <b>Policy #:</b> E-9A	<b>Effective Date:</b> 11/12/93	<b>Page #:</b> 1 of 4
<b>Ref #:</b> 1304:53(a)(7)	<b>Policy Council Approval Date:</b> 8/28/07	<b>Revision Date:</b> 4/12/07, 8/16/07

**COMPONENT: EDUCATION**

**SUBJECT: CENTER CLOSE-OUT/EDUCATION**

**PERFORMANCE OBJECTIVE:** To establish a standard procedure for use by all Head Start center staff to ensure complete and accurate closing of the centers at the end of the teaching year. **Head Start supplies and Equipment can be left in its designated space during the summer months.**

The following activities must be completed prior to center staff's last working day for the operational year:

- \_\_\_\_\_ 1. Remove and /or return children's personally identifiable materials, name labels, photographs, art work, clothing, etc.
- \_\_\_\_\_ 2. Give the materials in the child's portfolio to the parent.
- \_\_\_\_\_ 3. Give the portion of the child's file that is marked teacher/parent to the parent.
- \_\_\_\_\_ 4. Wash and disinfect rest cots/mats, toys, tables, unit shelves, chairs.
- \_\_\_\_\_ 5. Put all center toys in a closed container or plastic bag to keep clean.
- \_\_\_\_\_ 6. Clean the sensory table out and put the sand or materials in a closed container.
- \_\_\_\_\_ 7. Place all of the items in the assessment/tracking book into each child's file.
- \_\_\_\_\_ 8. Ensure all Creative Curriculum assessments have been entered into the program.

Turn all of these forms into Central Office.

- Personal Safety Documentation form to Family Service Manager
- Emergency Documentation- fire, bus, tornado (make a copy for your emergency board first, we must keep last year's posted on the emergency board.) Submit to Marketing Manager
- Final Lunch report submitted to Health & Disabilities Manager
- Turn the H.R.H.S. Tracking Form and the H.R.H.S. Tracking Form Child Identification Sheet into the Education Manager

\_\_\_\_\_ 11. Transfer the Kindergarten children's files (marked school) to the appropriate elementary school. Ensure the Record Transfer is completed when records are delivered to the school system and a signature is obtained.

\_\_\_\_\_ 12. Destroy the yellow attendance copies, checklist copies and any other copies that are duplicated.

\_\_\_\_\_ 13. Transfer the child's file to Central Office and properly file them in the cabinet inside the child's original green file folder.


Make a copy of the above policy, check off and initial as completed, sign, date, and return to Education Manager prior to the last day of operation. No later than June 30.

\_\_\_\_\_  
Education Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Education Manager

\_\_\_\_\_  
Date

 <b>Policy #:</b> E-9B	<b>Effective Date:</b> 11/12/93	<b>Page #:</b> 3 of 4
<b>Ref #:</b> 1304:53(a)(7)	<b>Policy Council Approval Date:</b> 11/12/93, 9/8/98, 2/26/02, 7/29/03	<b>Revision Date:</b> 9/8/98, 2/26/02, 7/29/03, 10/31/06, 4/12/07, 8/16/07

**COMPONENT: FACILITIES**

**SUBJECT: CENTER CLOSE-OUT/FACILITIES**

**PERFORMANCE OBJECTIVE:** To establish a standard procedure for use by all Head Start center staff to ensure complete and accurate closing of the centers at the end of the teaching year.

The following activities must be completed prior to center staff's last working day for the operational year:

- \_\_\_\_\_1. Bus Drivers clean the school bus prior to bringing to the Central Office.
- \_\_\_\_\_2. Remove all pets from the facility for the summer months.
- \_\_\_\_\_3. Clean the underside of tables.
- \_\_\_\_\_4. Complete a food inventory and turn in to the Health & Disability Manager.
- \_\_\_\_\_5. Clean water fountains on top and underneath.
- \_\_\_\_\_6. Store all playground toys, etc., in storage shed at center closeout and secure.
- \_\_\_\_\_7. Set heat/air conditioning units on 60° in the winter, 75° in the summer.
- \_\_\_\_\_8. Clean all baseboards, windows, and blinds.
- \_\_\_\_\_9. Dispose of garbage.
- \_\_\_\_\_10. Clean return air vents and floor vents.
- \_\_\_\_\_11. Mop linoleum, vacuum and shampoo all carpets.
- \_\_\_\_\_12. Clean the lights throughout the entire facility.
- \_\_\_\_\_13. Ensure the alarm system is set prior to exiting the building for the summer months.

- \_\_\_\_\_14. Thoroughly clean ovens and stoves.
- \_\_\_\_\_15. Clean all Countertops, cabinets, and cabinet fronts.
- \_\_\_\_\_16. Thoroughly clean refrigerator and freezer.
- \_\_\_\_\_17. Return all perishable food to the central office.
- \_\_\_\_\_18. Dispose of all open and expired foods.
- \_\_\_\_\_19. Fire extinguishers are to be brought to the fall pre-service training upon arrival.

**\*\*\*\*\*The classroom furniture and materials are to be cleaned and left in the appropriate places for the summer months.**

Make a copy of the above policy, check off and initial as completed, sign, date, and return to Marketing Manager prior to the last day of operation. No later than June 30.

\_\_\_\_\_  
Education Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Marketing Manager

\_\_\_\_\_  
Date