

END OF THE YEAR CHECKLIST

Center _____ Team Leader/Site Manager _____

Center staff, please see that all items that you are responsible for are turned in to the Team Leader/Site Manager. Team Leaders, see that items get to main office, Annex or Umatilla office.

to Umatilla Office

- _____ Files for children who have dropped or are transitioning to public school
 - *rubber banded in a labeled manila file folder
 - *child's name should be written on the "tab" on the file folder
 - * child's spine label should be taped at the top of the folder near the tab
 - * keep in same order as you take forms out
 - * NO component dividers in the dead file**

*** Ensure Health Resource Staff have necessary, up-to-date ROI forms**

to Penny Gibbs (Operations Director):

- _____ Gas cards for agency vehicles
- _____ Keys for agency vehicles
- _____ Center keys (including keys for file cabinets and/or file drawers that hold returning children's files and sheds.)
- _____ Orders for bulk consumable/office supplies for next year (e.g. toilet paper, paper towels, soap etc.)
- _____ Sanitation Policies and Procedures Folder (from clear pocket)

To Kim Montague at the **Main Office** (Health & Safety Coordinator)

- _____ Fire Extinguishers (classroom and bus)
Please make sure your extinguishers are labeled with your center name and location of where they came from ie Main Office – Kitchen
- _____ Blood cleanup kits
- _____ First aid kits labeled with site location

to Mike Snyder

- _____ Netbook
- _____ iPad

to CFS MGR:

- _____ Lakeshore/Supply orders for next year
- _____ Timelines, Attendance, Month End electronic form (to Month End too)

to CFS DIRECTOR (Cade):

- _____ **All extra forms** from ALL components
- _____ Ensure Child Plus is completely updated
- _____ # child file binders needed (**supply & req**)
- _____ # file component divider sets needed
- _____ Prop boxes

Forms wanted printed & # (face sheets, progress notes, etc.)

Prop Box input:

Training topics you're interested in:

Electronic Month End input:

Aug 29 **ONLY** time _____ of Open House for '16 -'17 Program Year

Interested in SMART program for your classroom?
Yes _____ No _____

to Brenda Burright:

- _____ Videos, Curriculum items and Items checked out of CCR&R/Head Start Lending Library

to Fiscal Office:

- _____ Petty cash and reconciliation form
- _____ Mileage sheets/Travel Reimbursement
- _____ Time sheets
- _____ Meal monies with Meal Reimbursement report
- _____ Wal-Mart/other gift card receipts

to Carol Vandeman:

- _____ Gas cards for buses
- _____ Buses as directed
- _____ Cell Phones
- _____ Bus keys and bus emergency procedures

As staff turn in items, Team Leaders/Site Managers need to verify by initialing that staff have completed check in to ensure receipt of paycheck: (Note: All money and receipts must be submitted to a live person. Do not just leave it or mail it to the office)

Staff Signature	Complete	Incomplete	Date/Team Leader initial
1.			
2.			
3.			
4.			
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11.			
12.			
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14.			
15.			

Reviewed & Revised 5/16/17

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