



END OF THE YEAR CHECKLIST

Center _____ Team Leader _____

Please ensure the return of listed items to the main office on or before May 17, 2000. Submit the completed and signed checklist to the Operations Directors at the main office by May 19, 2000. Full day programs which include Simplot, PEHS, HEHS, SEHS, Pine Tree and Umatilla will return these items as directed by their supervisor.

to Angie Mathison:

- _____ Month end report to include: Menu Planning sheets and Meal Reimbursement report

to Leslie Cain:

- _____ Gas cards
- _____ Cell Phones
- _____ Bus keys

to Lori Phillips:

- _____ Petty cash and reconciliation form
- _____ Time sheets
- _____ Mileage sheets
- _____ Meal monies

to Education/Disabilities Director & Education Managers:

- _____ All lesson plan books (do not return empty child's notebook please)
- _____ Dial R/Dial 3 kits (labeled with your classroom)
- _____ Private School Registration
- _____ Month end reports
- _____ List of **Kindergarten** children, where they will attend and forms to go to **public schools**

to Operations Directors:

- _____ Any purchase order books
- _____ Center keys
- _____ Policy Council Ribbons and orders
- _____ Vacuum cleaners
- _____ All videos and other resource materials checked out from the main office (ie., literacy tapes, "The Nation's Pride", Second Step curriculum)

to Dale Williams:

- _____ Fire Extinguishers
- _____ Blood cleanup kits
- _____ First aid kits
- _____ Emergency procedures
- _____ Month end report to include: Health Services Tracking worksheet, Cleaning log, Monthly Safety and Health checklist

to Cheryl Price & Toni Eddy:

- _____ Returning child's files with attached notebook contents
- _____ Parent Education materials
- _____ Month end reports

As staff turn in items, Team Leaders need to verify that they have completed check in to ensure receipt of paycheck:

Staff Signature	Complete	Incomplete	Date/Team Leader initial
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			