

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 or Umatilla office.

To Ana Reynaud:

_____ List of Early Head Start children who will transition to Head Start

_____ Ensure Child Plus is completely updated Aug 29/Sept 1 (**circle one**) time _____ of Open House for '11-'12 Program Year

_____ **All social service forms** (FPPs, goal sheets, budget sheets, face sheets, etc.)

to Umatilla Office

_____ Files for children who have dropped or are transitioning to public school (**Claudia will be there to receive them on Thursday afternoon from 1-4 pm and on Friday from 9-4**)

*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

to Amy Hendrix (Health Services Director):

_____ Fire Extinguishers (classroom and bus)

_____ Blood cleanup kits

_____ First aid kits

_____ Store lice lamps in one place in your site that is clearly labeled

_____ **All forms** (dev history, health hist, face sheet, etc.)

to Penny Gibbs and Sheri Maze:

_____ 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.)

_____ Field Trip Safety Pack

to Claudia and Diana for data entry

_____ PIR Reports

to Mike Snyder

_____ Digital Cameras

to Education Managers:

_____ Lakeshore/Supply orders for next year (include replacement binders for children's files)

_____ Timelines, Attendance, Month End electronic form (to Month End too)

to Education/Disabilities Director:

_____ **All extra forms** (HV, Parent/Staff Conf., portages, ASQ, ASQ-SE, Face Sheets, restraint forms, DECAs, goal tracking, outcomes, classroom attendance, cultural survey, portfolio checklist, etc.)

_____ Kindergarten Transition surveys (electronically)

_____ Sample file (for updating)

_____ Ensure Child Plus is completely updated

_____ # child file binders needed

_____ # file component divider sets needed

_____ Prop boxes (replenished as applicable)

to Sue Aikens:

_____ Videos, Curriculum items and Items checked out of CCR&R Library

to Eric Carpenter (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.			
5.			
6.			
7.			
8.			
9.			
10.			