

Shasta Head Start Child Development, Inc.  
**Part-Year Shutdown Checklist**

Center: \_\_\_\_\_ Class: \_\_\_\_\_ HT/SS: \_\_\_\_\_

The following items must be completed, and the list turned in to the Area Manager before ending the Program Year.

ITEM	ASSIGNED TO	COMPLETED
Coordinate the stop of trash pick-up		
Staff turns in keys to Head Teacher/Area Manager		
Collect and turn in credit cards from all staff		
Throw away all unused in-kind		
Coordinate with Area Manger to ensure grounds maintenance for the summer		
Throw away all perishable supplies (flour, cornmeal, rice, etc.)		
Turn in end of the month paperwork		
Turn in meal counts		
Turn in receipts and packing slips		
Clean and sanitize furniture/supplies – store as needed		
Turn in audiometer and vision kits to Health		
Delete all center photos from the P-drive, OneDrive, and tablets (you may keep a few special photos)		
Plug in laptops, tablets and place cell phones in a desk drawer.		
Add all child info to the child files (Family Portraits, Contact Records, Infant Nap Logs, Emergency Card, etc.) and FW turn files into appropriate location		
Enter summer maintenance requests into FMX		
File attendance records according to program type (State, Non-State)		
File yearly schedule of drills in center’s licensing file		
Shred; Daily Logs (EHS), Diaper Logs (HS), and Child File Summaries after children’s last day		
Turn in start-up supplies list to Area Manger for following year		
Take down old forms, posters, etc. from walls, removing staples and tacks, preparing for new year		
Give all medications and extra clothes back to families		
Wash walls, baseboards, doors, door jams, and shelves – removing dirt, paint and sticky remnants (classrooms and kitchen)		
Organize resource closet and shed. Make an inventory of items that need to be replaced		
Update teaching and curriculum binders to prepare for the new year		

\_\_\_\_\_  
 Head Teacher/Site Supervisor Signature

\_\_\_\_\_  
 Date