



Closing Checklist

E-432

Check items as completed. Have each department initial receipt of items.

Things to DO:

- Remove all children’s art, chart papers, photos, etc... from the walls.
- Clean center.
- Remove and store all toys from playground.

Things to Bring to Education Supervisor’s Office:

Initial: _____

- This completed check list with initials from all departments. As you turn in the items have each department initial this form.
- All Reports Due
- Center & File Cabinets Keys (Place in envelope with center name on it.)
- Bills
- IN-KIND!
- Completed Inventory Sheets
- All Transportation Reports Due
- Laptop Computer (if applicable)

Things to Bring to Paula Bates’s Office:

Initial: _____

- Cameras, batteries and chargers (Everything that goes with it.)
- Camera memory cards
- Moneys left over from field trips etc...

Things to Bring to the Health Services Office:

Initial: _____

- First Aid Kits from Classroom and Buses
- Thermometers
- Flashlights

Things to Bring to Family Advocate Office:

Initial: _____

- All Children Files (Sort who is returning and going to kindergarten)
- Change of status for children going to kindergarten next fall in a folder with a list of everyone going to kindergarten and pre-k.
- Any Applications of children for next fall.

DO NOT UNPLUG COMPUTERS, SURVEILLANCE CAMERAS, OR INTERNET

_____/_____
 Staff Signature / Date