 END OF SCHOOL YEAR PROCEDURES

**CHILD FILES** – Consult with your Education Coach and reference the Program Drop File procedure. In accordance with the Child File Review procedures, 3200 reports will be pulled from the confidential file for CPS Reports and returned to the Child’s File. Place in LARA section on the Child File Review under “other” when exiting or completing the program year for final storage. Child Information Records and Emergency Care Plans must be pulled from the Green Grab and Go Binder and added to the child’s file.

**WHAT’S DUE WHEN DOCUMENTS**-Place copies of all WDW documents into the end of the year site file box. Postings may also be placed in the box for storage.

**LICENSING ITEMS TO LOCK IN THE FILE CABINET AT THE SITE**

* Green Grab and Go Binder-Contents of the binder will be placed in the end of the year site file box except for the Drill and Safety Check Log, which will be placed in this binder.
* Licensing Notebook
* Employee Files (including former employees for a minimum of 4 years)
* ISD Consultant/Volunteer Files

**TRANSPORTATION RECORDS** – Staff will pull out all transportation records and place them in a manila envelope. Label the envelope as follows à Transportation Records, *Site Name, Teacher,* 2022-2023 School Year. Staff will give transportation records to their site supervisor to be delivered to Program Support.

**CLEANING PREPARATION** – Remove pictures and tape (also taped pictures) from chairs, tables, and floors.

**COMPUTER / TABLET STORAGE** – Staff computers and iPads in need of repairs should be sent to the IT Department via your Site Supervisor. Lock other laptops and iPads in a file cabinet at the site. Contact your Site Supervisor if another location is preferred. Any iPads loaned to families need to be collected and returned to the center.

**CREDIT CARDS AND SITE KEYS** – Put the Key, Card, Technology Monitoring Form and all credit cards in an envelope and place in a locked filing cabinet at the site. Staff will store their assigned keys in a locked cabinet at the site or return to the school office, as required. If your site has an NMCAA lockbox, leave a key in the box.

**EXPENSES**– Expenses for all staff **MUST** be submitted by your last day of work. Submit expenses through Podio, or email as required. Any late submissions are not guaranteed payment.

**RECEIPTS / INVOICES / PACKING SLIPS** – All receipts, invoices and packing slips must be submitted through Podio, or email, as required by your last day of work. Place copies in the end of the year site file box.

**GAS CARDS** – Return unused gas cards/envelopes to your Site Supervisor by your last day of work to be returned to Program Support.

## NMCAA BUS INFORMATION

* Store bus cell phones and phones used on transit buses in a locked file cabinet at the site.
* Clean the inside and outside of the vehicle.
* Contact the Director of Operations for a location to store buses over the summer.
* Leave the keys, registration and insurance in the vehicle. Do not leave any other paperwork in the vehicle.
* A list of vehicle concerns or problems should be sent to the Director of Operations.
* Call the Director of Operations, Kim Aultman, at 231-346-2114 or 1-800-632-7334 with any questions.

**UNEMPLOYMENT** – Each employee will receive a **Lay Off Notice**. You may use this notice when you apply for unemployment if needed. The notice will indicate your **expected** return date. **This date is subject to change.** The Michigan Unemployment Insurance Agency determines your eligibility. **Contact the Michigan Unemployment Insurance Agency to answer any questions at www.michigan.gov\uia.**

**TRAINING AND PD RECORDS** –Use the NMCAA Professional Development Participation Log/QR code to update training attendance. CPR trainings need to be added to MiRegistry when you renew your membership.

**HEALTH AND SAFTY TRAINING REFRESHER 2023 -** Consider completing the MiRegistry Health and Safety Refresher 2023 before leaving at the end of the school year. **It MUST be completed no later than the first day with children (September 5, 2023).**

**SUBSTITUTES -** If staff know of any past or present parents or community members interested in becoming a substitute teacher with NMCAA, please contact them, direct them to our website and pass the information on to your supervisor.

6/23//23 EHS-HS Team\Admin\Procedure Manual\Licensing\End of School Year Procedures