

END OF SCHOOL YEAR PROCEDURES

SHAREPOINT– Connect to the [Head Start/GSRP Direct-Operated](#) site through the CFD Hub to access policies/procedures and the monthly forms by following the [SharePoint Tips](#) guidance.

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.

- Any Illness Incident Reports that you have not yet sent into Program Support.
- Any paper attendance originals that you need to send into Program Support.
- May and June Served Menus that you need to send into Program Support

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.
- Employee Files or ISD staff connected to the License (including former employees for a minimum of 4 years).
- Volunteer Files (retain until the person is no longer volunteering at the center).

TRANSPORTATION RECORDS – Staff will pull out all transportation records and place them in a manila envelope. Label the envelope as follows → Transportation Records, Site Name, Teacher, 2023-2024 School Year. Staff will give transportation records to their site supervisor to be delivered to Program Support.

FACILITY NEEDS– Discuss facility needs with your supervisor, i.e., carpet cleaning, floor waxing, compiling all furniture to one corner of the room, painting, woodchips and sand. Remove pictures and tape from chairs, tables, and floors. Clean out refrigerator. If located inside of a public school, also follow their summer closure requirements.

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. Any late submissions are not guaranteed payment.

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

BUS INFORMATION

- Store bus cell phones and phones used on transit buses in a locked file cabinet at the site.
- 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/Kim Aultman, at 231-346-2114 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.**

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

HEALTH AND SAFTY TRAINING REFRESHER 2024 - Consider completing the [Health and Safety Refresher 2024](#) before leaving at the end of the school year. **It MUST be completed no later than the first day with children.**

TRAINING AND PD RECORDS –Use the NMCAA QR code to update training attendance. CPR/First Aid trainings need to be added to MiRegistry when you renew your membership.

