

End-of-Year & Site Closure:

End-of-Year and Site Closure Procedures are essential steps to ensure a smooth wrap-up of the program and proper preparation for the next season. Following these steps helps maintain program quality and sets the stage for a successful reopening. You will receive more info around the end-of-the-year closing procedures from your manager.

TO DO LIST:

- ☑ **Inventory supplies:**
 - Organize and send a replenishment order to the Area Manager.
- ☑ **Clean and store all program items and supplies.**
- ☑ **Lock up all:**
 - Staff/Student Files
 - Technology
 - License Binders
- ☑ **Return medications to parents including:**
 - EpiPens
 - Inhalers
 - Other Medications
- ☑ **Review past-due accounts and discuss plans with the Area Manager.**
- ☑ **Host an end-of-year site clean-up and organize materials for summer or next school year.**
- ☑ **Lock up or return to your Regional Office all staff and student files, licensing binders, and technology for the summer break.**
- ☑ **Complete End-of-Year Checklist.**

