

Name \_\_\_\_\_

**End of Year Checklist for FSW/A's 2014-2015**

Site \_\_\_\_\_

**Assigned Education Specialist - *Neches Room***

- \_\_\_ Child folders 2013-2014
- \_\_\_ Manila folders (New Applicants 2014-2015)
- \_\_\_ Systematic Selection signed by specialist (2014-2015)

**Health – *Neches Room***

- \_\_\_ Original immunization log with nurse signatures
- \_\_\_ First Aid Kits
- \_\_\_ Flashlights
- \_\_\_ Red Bloodborne Pathogens Packet
- \_\_\_ Copies of all "Refusal of Services" forms for 2013-2014 school year
- \_\_\_ Daily Playground/Safety Checklist Monitoring Form

**Program Compliance - *Library***

- \_\_\_ THEA Books(s)
- \_\_\_ GED Book(s)
- \_\_\_ Books/Resources checked out from Region 7 Head Start Lending Library
- \_\_\_ Pre-Service online registration
- \_\_\_ Parent Survey Data Sheets (2013-2014)

**Program Compliance - *Pam Kennon***

- \_\_\_ Staff Information Sheets

**Program Compliance - *Gail Conner***

- \_\_\_ Work calendar for upcoming year
- \_\_\_ Volunteer Sign-in Sheets
- \_\_\_ Parent Training Sign-In Sheets

**Mental Health – *Kathryne Boddie - Neches Room***

- \_\_\_ Provider Sign-in Sheet (if applicable and not previously emailed)
- \_\_\_ Materials provided in the classrooms (if applicable, will be given to you from the teacher)

**Disabilities – *Gina Akin - Neches Room***

- \_\_\_ Materials provided in the classrooms (if applicable, will be given to you from the teacher)
- \_\_\_ Copy of ARD/IFSP paperwork of new enrollees (keep a copy for child's folder at site)
- \_\_\_ Copy of ARD/IFSP paperwork for returning students
- \_\_\_ Suspected Disability Form
- \_\_\_ New and Returning Disability Students form

**If Teaching Assistants have checked out any of the following, please assist with return:**

- \_\_\_ Teaching Assistant(s) Loaner Laptop(s)
- \_\_\_ Teaching Assistant(s) Loaner Book(s)
- \_\_\_ Cameras

**Administrators**

- \_\_\_ Keys to Head Start portable buildings and office keys

**Miscellaneous - *Administrative Secretaries***

- \_\_\_ Time Accounting (assigned secretary)
- \_\_\_ Summer contact information (Pat Cummins)

**Miscellaneous- *Kim Raby - Neches Room***

- \_\_\_ Travel (final)
- \_\_\_ Turn in all remaining postage stamps

**~Please turn in form to PC Secretary prior to leaving~**

Region 7 Education Service Center is committed to student success by providing quality programs and services that meet or exceed our customers' expectations.