

**Youth Development, Inc.
Early/Head Start
Child Health and Safety**

Policy Number:

Effective Date: 01/24/07

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Agency Approval Date:

01/24/07

Policy Council Approval

Date: 01/27/07, 03/12/2011,
05/19/12

Governing Board Approval

Date:

Reviewed: 10/2008, 9/2010,
5/24/13, 7/2015

Revised: 03/2011

COMPONENT: Child Health and Safety (1304.22)

SUBJECT: Center Closing Procedures

PERFORMANCE OBJECTIVE: Closing procedures are implemented to ensure: 1) all children have been picked up from the center; and 2) the center is properly maintained.

OPERATIONAL PROCEDURES:

1. All children should be awake and ready for pick-up 15 minutes before scheduled pick-up time. Staff will ensure that all the toileting essentials have been addressed, as well as snack requirements as appropriate.
2. Staff must check the sign in/out log to ensure all children have been picked up. (See policy on Admission & Discharge of a Child).
3. Staff must conduct a visual inspection of the room, including cribs, bathrooms, cubbies, outdoor play areas, closets and other areas where a child may be present.
4. Sanitize all bedding on a daily basis. This procedure is yet another safeguard to ensure all children have been picked up. (See policy on Sanitation of Toys and Equipment).
5. Staff will vacuum only after all children have been accounted for, pick up toys, discard trash, close lights, and lock the center.
6. The classroom closer must also do a walk-through of the classroom, bathroom, cubbies, and outdoor play areas to ensure there are no children left behind.
7. A second staff member, in addition to the classroom closer, will be assigned to close and lock the entire facility. Their signature on the YDI HS/EHS sign-in form will indicate that they have checked the center to ensure that all the children have been signed out by an authorized individual and that the center is in the required condition for closure.

** If transportation is provided at a center, the two closers must remain at the center until the bus driver and bus monitor return to the center. The bus driver/monitor must enter the center and sign out at the end of the day indicating that they have delivered all of the children. **(If the driver is also the teacher, this is not required).** The driver must also leave a copy of their bus sign-in/sign-out sheet at the center.

8. All YDI staff are required to sign in and out of the facility on a daily basis. This also includes any time the staff is leaving the center during work hours. Full Day staff that are assigned to work the late shift (9:30 – 5:30) must work until 5:30 when their shift ends and are not allowed to leave their work site early (i.e., when their last child is picked up).* The YDI staff at Job Corps must also sign in and out at the Job Corps front desk. Staff will be paid based on the hours documented on sign in/out sheet. Staff are not authorized to sign in or out for one another.

***If transportation is provided at a center where there is a full day option, two (2) staff must remain at the center until 6:00pm. If no transportation is provided, they may leave at 5:30pm.**

9. In order to be available to our parents at all times, it is imperative that the center phones be answered at all times during posted business hours.

**YDI HEAD START/EARLY HEAD START
DAILY PROCEDURES FOR CLOSING CLASSROOMS
MUST BE POSTED ON EVERY DOOR**

I have reviewed, been trained, and fully understand the center closing procedures. In the event that these policies are not adhered to, I understand that disciplinary action up to, and including termination, may occur.

Staff signature Date

Supervisor signature Date

Original – Personnel file

Copy – Employee

Copy – Facility file