

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

**Policy Number:**

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**Agency Approval Date:**

01/24/07

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**Policy Council Approval**

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

**Governing Board Approval**

**Date:**

**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.

