

# SOUTHWEST HRA HEAD START

**Section:** Early Childhood Development  
**Subject:** Closing Head Start Centers for the Summer  
**Approved:** February 25, 1999;      **Revised:** September, 2006

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## **REGULATIONS REFERENCE:**

45 CFR Part 1304 (Nov. 1996) Performance Standards 1304.53(a)(7)

## **POLICY:**

All Southwest HRA Head Start Centers will be closed for the summer in a manner that will facilitate cleanliness, safety, and security of each facility.

## **PROCEDURES:**

1. One day will be posted on the Southwest HRA Head Start Planning and Training Calendar at the end of April to close each Head Start Center. There will be no Annual Leave approved for any center staff for that day. Staff will be expected to work the full day.
2. Classroom floors must be cleaned and free of debris.
3. Materials in the classroom shelf units must be stored in containers and/or plastic placed over shelf units.
4. Children's files must be complete and transported to Central Office to become a part of each child's Official File.
5. All bills, reports, etc. must be turned in to the Central Office.
6. Arrangements must be made with pest control providers to allow them access to the facility during the summer months.
7. Air conditioners will remain on with the thermostats set at a moderately cool temperature. (This procedure could vary from place to place--if staff have questions concerning the air-conditioning system, they will contact the Head Start Director for clarification.)
8. Storage closets or facilities must be cleaned and left in an orderly manner.
9. Refrigerators and freezers must be cleaned and left turned on.
10. Classroom computers, TV's, and VCR's must be unplugged, covered, and placed out of sight in "safe" areas.

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11. Arrangements must be made to allow personnel access to the playgrounds for up-keep and mowing.
12. Alarm systems (where applicable) will be turned on and checked to make sure they are in working order.
13. Classroom lights will be turned off.
14. Bathrooms and kitchens will be checked for leaks and/or drips and reported to Central Office if there is need for repairs.
15. All books and book bags used in the Literacy Project will be returned to Central Office.
16. All portable playground equipment (tricycles, balls, wagons, etc.) will be stored properly.