

Closing Up - June

for classroom teams

Item	Done
Assessment data entered and submitted	
Classroom Inventory- Emailed to appointed person	
Classroom Inventory- saved in shared Inventory folder	
Completed Year End Reflection with appointed person	
Review of Year Long Goals with appointed person	
Hard Copy of Staff Handbook to appointed person	
Laptops to appointed person	
Surplus office supplies from general use closet returned to appointed person	
Fragile/valuable items removed from shelving & office	
Pick up all pay stubs from appointed person	
Children's cubbies cleared and cleaned	
Room Repair Request form completed and emailed to appointed person	
Confidential items and money boxes locked up	
Shelves wrapped with plastic to be moved for cleaning	
Materials requests/orders submitted to office	
Student Progress Reports/Family Conference notes filed in Main Office	
Student Portfolios with Transition Touchstones passed to new teacher for coming year	
Clean tables, chairs and shelves	

Closing Up - By Week

for classroom teams

When	What	Done?
Week 1	<ul style="list-style-type: none"> <input type="checkbox"/> Inventory all Montessori Materials - [see TBD CHECKLIST] <input type="checkbox"/> Organize personal materials and paperwork <input type="checkbox"/> Centralize all student documentation into portfolios <input type="checkbox"/> Return borrowed materials from colleagues <input type="checkbox"/> Begin Organizing books library <input type="checkbox"/> Begin returning library books and literacy closet books that are not in use <input type="checkbox"/> Organize Science kits (as applicable) 	
Week 2	<ul style="list-style-type: none"> <input type="checkbox"/> Finish inventory, place replacement parts orders (see Linda) <input type="checkbox"/> Please restock, organize, and return [literacy kits as applicable] <input type="checkbox"/> Return all Science kits to _____ <input type="checkbox"/> Return borrowed materials from colleagues <input type="checkbox"/> Begin returning library books and literacy closet books <input type="checkbox"/> Collect boxes (please store boxes being collected out of sight, they should not interrupt the environment) 	
Week 3	<ul style="list-style-type: none"> <input type="checkbox"/> Check all materials for parts, rubber bands, or bag all materials not in use by students that have been checked and if needed cleaned <input type="checkbox"/> Return ALL library books <input type="checkbox"/> Begin boxing materials that are not in use (label boxes with your name and location) <input type="checkbox"/> Find proper homes for materials you will not keep for next year <input type="checkbox"/> Bag/ rubber band all Montessori materials and box them <input type="checkbox"/> Label ALL furniture, boxes, items with your name and future location with masking tape (visibly). DO NOT write on furniture <input type="checkbox"/> Wash furniture <input type="checkbox"/> Send home/take home plants and animals 	