



End-of-Day Classroom Closure Plan

School/ Center: _____ Classroom# _____

Principal/Director: _____ Instructional Advisor: _____

Teacher: _____ Teacher Assistant: _____

Closure Procedure

1. At dismissal including early dismissal, teacher or TA will check off students as they are placed in the care of a parent, guardian, or other person permitted to pick up the child.
2. After each child has been dismissed, the teacher will walk and check every area of the classroom to ensure no students are left in the classroom.
3. TA will walk and check restroom stalls in the classroom and hallways to ensure no students are left in the restroom.
4. Teacher will close and lock the door to ensure no one is able to re-enter the classroom.

(Signatures)

Teacher _____ Date _____

TA _____ Date _____

Principal/Director: _____ Date _____