



DEPARTMENT OF FAMILY AND SUPPORT SERVICES

CITY OF CHICAGO

Children Services Division Close Out Procedures

I. Classroom Close-Out Procedures

- a. Submit written notification to CSD management of intention to close a classroom.
- b. Convene an in-house staffing between the teachers regarding the transfer of children within the program.
- c. Inform parents and policy committee members about the board's decision to close a classroom.
- d. Implement written transition plans of children that are going to another location within the delegate agency.
- e. Contact CSD Data Unit regarding reassigning children and families in COPA.
- f. Submit a revised agency organization chart.
- g. Submit a revised budget.
- h. Submit written plan for relocation of technology equipment, furniture, materials, and supplies.
- i. Within 30 days of classroom close-out forward to CSD management written evidence that the above steps have occurred.

II. Site Close-Out Procedures

- a. Submit written notification to CSD management of intention to close a site.
- b. Inform parents and policy committee about the board's decision to close the site.
- c. Convene an in-house staffing between the teachers regarding the transfer of children within the program.
- d. Convene a meeting with staff to discuss the need to close the site.
- e. Develop a lay-off plan for staff.
- f. Implement written transition plans for children that are going to another location within the delegate agency or other early childhood program.
- g. Provide parents with an original copy of the child's health records.
- h. Submit a revised agency organization chart.
- i. Submit a revised budget.
- j. Submit written plan for relocation of technology equipment, furniture, materials, and supplies.
- k. Contact CSD Data Unit regarding termination of children and families in COPA.
- l. Within 30 days of site close-out forward written evidence to CSD management that the above steps have occurred.

III. Delegate Agency Close-Out Procedures

- a. Submit written notification of intention to CSD management to close.
- b. Inform parents and policy committee about the board's decision to close the agency within one to four days.
- c. Provide a community resources list to the families during parent meeting.
- d. Invite Mental Health consultant to the parent notification meetings.
- e. Convene an in-house staffing between the teachers regarding the transfer of children in the program within seven business days.
- f. Convene a meeting with staff to discuss the need to close.
- g. Develop a lay-off plan for staff.
- h. Implement written transition plans of children that are going to another delegate agency or other early childhood program, within seven businesses days.
- i. Provide parents with an original copy of the child's health records, within seven business days.
- j. Submit written documentation of technology equipment, furniture, materials and supplies.
- k. Contact CSD Data Unit regarding termination of children and families in COPA.
- l. Within 30 days of agency closure, forward written evidence that the above steps have occurred.

IV. Overall Close-Out Procedure Requirements

- a. Schedule and convene a meeting with CSD to discuss the decision to close a classroom, site, program, or delegate agency operations.
- b. Provide copies of board and policy committee minutes regarding the discussions of closure i.e. sign-in sheets, agenda, handouts, any written documentation sent to parents etc.
- c. Provide employee assistance to staff impacted by the closures.
- d. Provide parents with original copies of their child's file and retain a copy for your files.
- e. Follow your record keeping and retention policies.
- f. Schedule and convene a meeting with CSD Finance and Contracts unit staff to closeout existing vouchers and accounts.
- g. Contact CSD Data Unit regarding termination of children and families in COPA.
- h. DFSS expects verification of 100% of all families who were enrolled in the program that were affected by the closeout.
- i. In the event of an emergency closure (less than 14 day notice), the grantee must be notified immediately and will assume responsibility for the implementation of on-site procedures within 24 hours and or next business day.