



MEMORANDUM

To: Department of Early Education and Care (EEC) Contracted Programs, Child Care Resource and Referral Agencies (CCRR), and Head Start Programs

From: Sandra Fortier-Hollow, Associate Commissioner for Accounting, Contracts & Grants

Re: FY2022 Closure Schedule Center Based Programs

Date: June 15, 2021

Annual Submission of Closure Schedule

Early Education and Care Programs must annually submit a Closure Schedule to the CCRR/EEC prior to the start of the fiscal year and/or contract. Any changes to the dates you state on the attached chart must be submitted for approval to the CCRR/EEC at least **30** days in advance.

Parental Notice

Center Based Programs must annually provide a final Closure Schedule to parents of all subsidized children (i.e., both voucher and contract) participating in the program by July 1, 2021. For any subsidized child that enrolls after July 1, 2021, the Closure Schedule must be provided prior to enrollment so that parents may make an informed choice about their child care options. In addition, Center Based Programs shall provide parents of subsidized children at least 30 days' notice prior to making any changes to its Closure Schedule.

Closure Day Limitations and Requirements

Center Based Programs will be paid only for the number of closures submitted to the CCRR and/or EEC, provided that the closure days selected comply with the limitations and requirements set forth below:

1. Closure Day Requirements for All Center Based Programs:

- The program must select closure days that are responsive to the needs of the families served.
- The program must close for both private and subsidized families.
- The program must charge private paying families the full tuition for closure days.
- Once EEC has reinstated the collection of parent fees, the program must charge subsidized families their full assessed parent fees for closure days.

2. # of Approved Closure Days for Full Year Programs: Up to 17 closure dates may be selected, subject to professional development day requirements below.

3. # of Approved Closure Days for Part-Year Programs: Academic year programs may select up to 12 closure days. Summer only programs may select up to three 3 closure days.

4. Professional Development Closure Day Requirements: EEC Contracted Center Based Programs must designate at least three (3) closure days for professional development, regardless of the number of closure days selected. Voucher-Only Programs (i.e. programs that do not hold direct contracts

with EEC) have the ability to use some or all of their closure days for professional development. However, if a program elects to be closed for seventeen (17) days, at least five (5) of the closures must be dedicated to professional development. There are no longer specific QRIS-Related Closure Days and programs may choose to take the 5 available professional development days, subject to the limitations for partial-year programs described above.

- Reimbursement for Professional Development: Center Based Programs designating closure days for professional development opportunities must ensure that educators and staff engage in professional development activities on those days. Failure to engage in professional development activities may result in denial of reimbursement requests.

Unpaid Closures

As noted above, EEC pays for a prescribed number of closure days. There are providers that know in advance that they will be closed for more days than the EEC-prescribed paid closure days. We request that providers complete the attached chart (“Unpaid Closures”) if a provider knows now, the days in FY2022 that will be unpaid closures. (Note: This chart is not intended to include emergency days which, of course, are not known in advance.) Contracted Providers must enter these days into CCFA as “unpaid closures”.

DEPARTMENT OF EARLY EDUCATION AND CARE
Early Education and Care Program/Center Based FY 2022 Closure Schedule
July 1, 2021 to June 30, 2022

Center Based Program Legal Name: _____ Vendor Code: _____

Program Site (indicate program name and address if schedules are site specific):

► Are you an academic year only provider? Yes No

Please list the specific dates (month/day/year), including the day of the week and holiday names (if applicable), for each day your Center Based Program intends to be closed in fiscal year 2022.

PAID CLOSURES

#	Month/Day/Year	Day of the Week	Holiday Name, if applicable	Reason for Closure (i.e., General, PD or QRIS)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
PD1				PD
PD2				PD
PD3				PD
PD4				PD

PD5				PD
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**VOUCHER
UNPAID CLOSURES**

#	Month/Day/Year	Day of the Week	Holiday Name, if applicable	Reason for Closure
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

FY 2022 Calendar Days by Month			
July	22	January	21
August	22	February	20
September	22	March	23
October	21	April	21
November	22	May	22
December	23	June	22
TOTAL: 261 Service Days			

TO BE COMPLETED BY CCRR:

Number of FY2022 Open Days: _____.

Number of FY2022 Program Closures: _____.

Total Number of FY2022 Reimbursable Service Days: _____.

Note whether any dates submitted by the Program/System were not approved by EEC/CCRR as paid closures: _____
