



MEMORANDUM

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

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

Re: FY2022 Closure Schedule for Family Child Care Providers/Family Child Care System

Date: June 8, 2021

Annual Submission of Closure Schedule

Early Education and Care Programs/Systems must annually submit a Closure Schedule to the CCRR/EEC prior to the start of each state 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

Programs/Systems 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, Programs/Systems shall provide parents of subsidized children at least 30 days' notice prior to making any changes to its Closure Schedule.

Union Negotiations

After negotiations with SEIU Local 509, EEC finalized a new Collective Bargaining Agreement ("CBA") with subsidized Family Child Care Providers effective July 1, 2019 through June 30, 2022. In the new CBA, the number and identity of mandatory holidays will remain the same and Family Child Care Systems may continue to swap up to two holidays on behalf of its affiliated members. For example, a Family Child Care System may swap Memorial Day for Christmas Eve on behalf of its affiliated providers. It is important to be respectful of affiliated Family Child Care providers' religious beliefs when swapping closure days. Family Child Care Providers are still permitted to independently swap closure days for religious reasons regardless of affiliation with a system. The new CBA also provided an increase in number of and flexibility for Professional Development days that is detailed below.

Closure Day Limitations and Requirements

Programs/Systems will be paid only for the number of closures submitted to the CCRR/EEC as long as the closure days selected comply with the limitations and requirements set forth below:

1. Closure Day Requirements for Family Child Care Providers/Family Child Care Systems:

- 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 Family Child Care Providers: FCC Providers (as defined in M.G.L. c. 15D, §17) who receive subsidized payments from EEC will receive a minimum of 10 holiday closure days.

- An eligible FCC Provider may substitute religious holidays for any of the identified holidays.
- FCC Systems must schedule trainings on days other than state holidays.
- FCC Systems may swap up to two of the identified holidays for an alternative closure day, such as switching President’s Day for Christmas Eve and Labor Day for the day after Thanksgiving.

3. Closure Day Requirements for Family Child Care Systems: Systems may choose to establish Closure Schedules for all of their affiliated FCC Providers, but must provide FCC Providers with a schedule of closure days as described in this memorandum. FCC Systems may not overlap closure days. FCC Providers shall receive 5 professional development closure days. FCC Systems who offered their FCC Providers a greater number of closure days must continue to do so in this closure schedule for FY2022.

4. Professional Development Closure Day Requirements: FCC Providers must receive 5 professional development closure days per year. There are no longer specific QRIS related Closure Days and all FCC providers may choose to take the 5 available professional development days.

- Reimbursement for Professional Development: FCC Systems and FCC Providers receiving subsidized payments from EEC designating closure days for professional development opportunities must ensure that educators and staff, including System staff if applicable, engage in professional development activities on those days. Failure to engage in professional development activities may result in denial of reimbursement requests.
- FCC Systems and Professional Development: There is no requirement that professional development opportunities must be sponsored or provided by the System on such closure days.

Professional development days sponsored by the System shall not require attendance on a religious holiday.

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.) Providers must be entered these days into CCFA as “unpaid closures”.

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

Program/System Legal Name: _____ Vendor Code: _____

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

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

PAID CLOSURES

#	Month/Day/Year	Day of the Week	Holiday Name, if applicable	State if Open or Closed
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
PD1				PD
PD2				PD
PD3				PD
PD4				PD
PD5				PD

**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 2021 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: _____
