



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, Senior Associate Commissioner for Financial Management

Re: FY2025 Approved Closure Schedule for Family Child Care Providers/Family Child Care System

Date: June 21, 2024

Annual Submission of Closure Schedule

FY25 Interim Contract will run July 1, 2024 through September 30, 2024; however, Contract Providers must complete the Closure Schedule form to reflect the Contract Provider's full fiscal year schedule of closures (beginning July 2024 through June 30, 2025)

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. Once approved, all closure days must be entered into CCFA. FCC Systems are responsible for entering all days for their member providers; CCRRs are responsible for entering closure days for all Independent Family Child Care Providers.

Parental Notice

Programs/Systems must annually provide a final Closure Schedule to parents of all children receiving child care financial assistance (i.e., both voucher and contract) participating in the program by July 1, 2024. For any child that enrolls after July 1, 2024, 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 with at least 30 days' notice prior to making any changes to its Closure Schedule. This notice applies to all children receiving child care financial assistance.

Union Negotiations

The current Collective Bargaining Agreement ("CBA") between EEC and SEIU Local 509 (the union representing family child care providers accepting child care financial assistance) has been ratified. The current agreement contains twelve (12) holidays and ten (10) flexible closure days and (5) professional development days. The number and type of closure days supersedes any previously negotiated number or type of days. Family Child Care Providers/Family Child Care Systems may continue to swap up to two holidays for any other day. For example, Veteran's Day may be swapped for Christmas Eve.

DEPARTMENT OF EARLY EDUCATION AND CARE
Center Based FY 2025 Closure Schedule
July 1, 2024 to June 30, 2025

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. Approved Closure Day Requirements:

- Up to twenty-two (22) closure dates may be selected and (5) professional development days.
- The program must select closure days that are responsive to the needs of the families served.
- The program must close for both private paying families and families receiving child care financial assistance.
- The program must charge private paying families for closure days.
- **Since EEC covers the cost of parent fees for child care financial assistance families on closure days, the provider must not charge these families a parent fee on closure days.**

2. Professional Development Closure Day Requirements:

- FCC Systems and FCC Providers receiving child care financial assistance 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.
- 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.

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July 1, 2024 to June 30, 2025

Legal Name: _____

FY25 Interim Contract will run July 1, 2024 through September 30, 2024; however, this Closure Schedule form will reflect the Contract Provider's full fiscal year schedule of closures (beginning July 2024 through June 2025). Please list the specific dates (month/day/year), including the day of the week for each day your Program/System intends to be closed in Fiscal Year 2025.

Holiday/Flexible Day	Month/Day/Year	Alternate Day (if applicable)
July 4th	Thursday, July 4, 2024	
Labor Day	Monday, September 2, 2024	
Indigenous Peoples' Day	Monday, October 14, 2024	
Veterans Day	Monday, November 11, 2024	
Thanksgiving	Thursday, November 28, 204	
Christmas Day	Wednesday, December 25, 2024	
New Year's Day	Wednesday, January 1, 2025	
Martin Luther King, Jr. Day	Monday, January 20, 2025	
President's Day	Monday, February 17, 2025	
Patriots' Day	Monday, April 21, 2025	
Memorial Day	Monday, May 26, 2025	
Juneteenth Day	Thursday, June 19, 2025	
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		

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Professional Develop. Day		
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