



## 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, Senior Associate Commissioner for Financial Management

Re: FY2025 Approved Closure Schedule for Center Based Programs

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 1, 2024 through June 30, 2025)**

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. Once approved, all closure days must be entered into CCFA. Contracted Programs are responsible for entering their own closure days; CCRRs are responsible for entering closure days for all voucher only providers.

### Parental Notice

Center Based Programs 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, Center Based Programs 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.

### Closure Day Limitations and Requirements

Center Based Programs will be paid only for the number of closure days submitted to the CCRR and/or EEC, provided that 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 be closed to both private paying families and families receiving child care financial assistance for a day to be a closure day.
- 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:**

- 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 of staff to engage in professional development activities may result in denial of reimbursement requests.
- Professional development days shall not require attendance on a religious holiday.

**DEPARTMENT OF EARLY EDUCATION AND CARE**  
**Center Based FY 2025 Closure Schedule**  
**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 30, 2025). 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 2025.

<b>Holiday/Flexible Day</b>	<b>Month/Day/Year</b>	<b>Alternate Day (if applicable)</b>
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, 2024	
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		
Professional Develop Day		
Professional Develop Day		
Professional Develop Day		
Professional Develop Day		