



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

Re: FY2026 Approved Closure Schedule for Center Based Programs

Date: June 23, 2025

Annual Submission of Closure Schedule

FY26 Unit Rate Contract will run July 1, 2025 through June 30, 2026. Contract Providers must complete the Approved Closure Schedule form to reflect the Contract Provider's full fiscal year schedule.

Early Education and Care Programs must annually submit an Approved 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, 2025. For any child that enrolls after July 1, 2025, the Approved 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 Approved 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 2026 Closure Schedule
July 1, 2025 to June 30, 2026

Legal Name: _____

FY26 Unit Rate Contract will run July 1, 2025 through June 30, 2026. 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 2026.

Holiday/Flexible Day	Month/Day/Year	Alternate Day (if applicable)
July 4th	Friday, July 4, 2025	
Labor Day	Monday, September 1, 2025	
Indigenous Peoples' Day	Monday, October 13, 2025	
Veterans Day	Tuesday, November 11, 2025	
Thanksgiving	Thursday, November 27, 2025	
Christmas Day	Thursday, December 25, 2025	
New Year's Day	Thursday, January 1, 2026	
Martin Luther King, Jr. Day	Monday, January 19, 2026	
President's Day	Monday, February 16, 2026	
Patriots' Day	Monday, April 20, 2026	
Memorial Day	Monday, May 25, 2026	
Juneteenth Day	Friday, June 19, 2026	
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Flex Day		
Professional Development Day		

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Professional Development Day		
Professional Development Day		
Professional Development Day		
Professional Development Day		