



## MEMORANDUM

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

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

Re: FY18 Closure Schedule (Center Based Programs)

Date: May 2017

### 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 each state fiscal year (or prior to July 1<sup>st</sup>). Any changes to the dates you state on the attached chart must be submitted for approval to the CCRR/EEC at least 60 days in advance.

### Parental Notice

Center Based Programs must annually provide to EEC by July 1, 2017 a final Closure Schedule to parents of all subsidized children (i.e., both voucher and contract) participating in the program. For any subsidized child that enrolls after July 1, 2017, 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 60 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.
- 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 14 closure dates may be selected unless eligible for additional closure days in accordance with item #5 below.

#### **3. # of Approved Closure Days for Part-Year Programs:** Academic year programs may select up to 9 closure days unless eligible for an additional closure day in accordance with item #5 below. Summer only programs may select up to three 3 closure days.

**4. Professional Development Closure Day Requirements:** Center Based Programs must designate 2 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 voucher-only program elects to be closed for 14 days, at least two of the closures must be dedicated to professional development.

- 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.

**5. QRIS-Related Closure Days – Additional Professional Development Closures for Center Based Programs:** In FY2018, EEC will allow QRIS Programs the opportunity to select up to 2 additional program closure days to further the Program’s advancement to the next level in QRIS, as detailed below:

- All Full-Year Programs that have been self-assessed at Level 1 or higher in the Massachusetts QRIS by July 1, 2017 will be allowed an additional two closure days. These closure days must be used for professional development directly related to the program’s advancement to the next level in QRIS.
- All Academic Year Programs that have been self-assessed at Level 1 or higher in the Massachusetts QRIS by July 1, 2017 will be allowed one additional closure day. This closure day must be used for professional development directly related to the program’s advancement to the next level in QRIS.
- All professional development/training must be documented and filed with required QRIS application materials.
- All professional development/training content must support meeting the QRIS standards. This may include understanding the QRIS system, application process, measurement tools, and required documentation.
- Summer only programs are not eligible for additional QRIS-related closures.

#### **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** days in FY18 that will be unpaid closures. (Note: This chart is not intended to include emergency days which, of course, are not known in advance.) Contract Providers must be entered these days into CCFA as “unpaid closures”.

**DEPARTMENT OF EARLY EDUCATION AND CARE**  
**Early Education and Care Program/Center Based FY 2018 Closure Schedule**  
 (July 1, 2017 to June 30, 2018)

---

Center Based Program 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 Center Based Program intends to be closed in fiscal year 2018.

**PAID CLOSURES**

#	Month/Day/Year	Day of the Week	Holiday Name, if applicable	Reason for Closure (i.e., General, PD or QRIS)
1			Independence Day	
2			Labor Day	
3			Columbus Day	
4			Thanksgiving Day	
5			Christmas Day	
6			New Year's Day	
7			Martin Luther King Day	
8			Presidents' Day	
9			Patriots' Day	
10			Memorial Day	
11				
12				
PD1				PD
PD2				PD
QRIS1				QRIS
QRIS2				QRIS

**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				

<b>FY 2018 Calendar Days by Month</b>			
July	21	January	23
August	23	February	20
September	21	March	22
October	22	April	21
November	22	May	23
December	21	June	21
<b>TOTAL: 260 Service Days</b>			

**TO BE COMPLETED BY CCRR:**

Number of FY2018 Open Days: \_\_\_\_\_.

Number of FY2018 Program Closures: \_\_\_\_\_.

Total Number of FY2018 Reimbursable Service Days: \_\_\_\_\_.

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

\_\_\_\_\_

\_\_\_\_\_