



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

Re: FY18 Closure Schedule for Family Child Care Providers/Family Child Care Systems

Date: May 2017

### **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 (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**

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, 2017. 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, Programs/Systems shall provide parents of subsidized children at least 60 days' notice prior to making any changes to its Closure Schedule.

### **Union Negotiations**

Please note that the Collective Bargaining Agreement (CBA) currently in effect for Family Child Care (FCC) Providers receiving subsidized child care payments expired on June 30, 2016. A new contract in effect from July 1, 2016 to June 30, 2019 is presently being considered by Union membership. The new contract could change the mandatory closure day schedule, though that is not expected at this time. Please complete the attached chart in accordance with the directions below. EEC will inform you as quickly as possible if there are any changes in the closure day schedule.

### **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.
- 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 as follows:

New Year's Day  
Martin Luther King's Birthday  
President's Day  
Patriot's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving Day  
Christmas Day

- An eligible FCC Provider may substitute religious holidays for any of the identified holidays.
- FCC Systems must make best efforts to schedule trainings on days other than state holidays.

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 or make any substitutions other than for a religious holiday as agreed to by the FCC Provider. FCC Providers shall receive 2 professional development closure days and, if eligible, 2 QRIS closure days. FCC Systems who offered their FCC Providers a greater number of closure days in FY14 must continue to do so in this closure schedule for FY18.

4. **Professional Development Closure Day Requirements:** FCC Providers must receive 2 professional development closure days per year.

- 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.

5. **QRIS-Related Closure Day Requirements:**

- All FCC Providers receiving subsidized payments from EEC who are at or above QRIS level 1 shall receive 2 paid days off per year to be used to advance 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.

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

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

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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 2018.

**PAID CLOSURES**

#	Month/Day/Year	Day of the Week	Holiday Name, if applicable	State if Open or Closed
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
TOTAL: 260 Service Days			

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_