**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, Associate Commissioner for Accounting and Contracts

Re: FY19 Closure Schedule for Family Child Care Providers/Family Child Care Systems

Date: May 11, 2018

**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 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 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, 2018. For any subsidized child that enrolls after July 1, 2018, 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**

After negotiations with SEIU Local 509, EEC finalized a new contract with subsidized Family Child Care Providers effective July 1, 2016 through June 30, 2019. The number and identity of mandatory holidays remained the same, however, language was added allowing Family Child Care Systems to swap up to two holidays on behalf of its affiliated members. For example, a Family Child Care System may swap Memorial Day for Christmas Eve on behalf of its affiliated providers. It is important to be respectful of affiliated Family Child Care providers’ religious beliefs when swapping closure days. Family Child Care Providers are still permitted to independently swap closure days for religious reasons regardless of affiliation with a system.

**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.

1. **# 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 schedule trainings on days other than state holidays.
* FCC Systems may swap up to two of the identified holidays for an alternative closure day, such as switching President’s Day for Christmas Eve and Labor Day for the day after Thanksgiving.

**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. 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 must continue to do so in this closure schedule for FY19.

1. **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.

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

* All FCC Providers receiving subsidized payments from EEC who are at or above QRIS level 1 or the equivalent 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, the days in FY19 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 2019 Closure Schedule**

**July 1, 2018 to June 30, 2019**-------------------------------------------------------------------------------------------------------------------------------

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 2019.

**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 |

**VOUCHER**

**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 |  |  |  |  |

|  |  |
| --- | --- |
| FY 2019 Calendar Days by Month | |
| July 22  August 23  September 20  October 23  November 22  December 21 | January 23  February 20  March 21  April 22  May 23  June 20 |
| TOTAL: 260 Service Days | |

**TO BE COMPLETED BY CCRR:**

Number of FY2019 Open Days: \_\_\_\_\_\_\_\_\_\_\_\_.

Number of FY2019 Program Closures: \_\_\_\_\_\_\_\_\_\_\_\_\_.

Total Number of FY2019 Reimbursable Service Days: \_\_\_\_\_\_\_\_.

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

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