



POLICY ADVISORY

Field Operations 2024-12

Policy: FY25 Approved Closures for Programs Participating in CCFA

Effective Date: July 1, 2024

OVERVIEW

The Department of Early Education and Care (EEC) has updated and aligned the number of Approved Closure Days for Group and School Age (GSA) and Family Child Care (FCC) programs participating in the Massachusetts Child Care Financial Assistance (CCFA) system. This change acknowledges the professional capacities of the field and provides programs with additional discretion to determine closure dates in partnership with staff and families

This guidance seeks to simplify and align approved closure day rules and guidance documents across various program types to provide increased flexibility to programs in managing closure days in a way that best meets the needs of the families they serve and staff.

APPLICABILITY

This guidance pertains to GSA and FCC programs participating in CCFA.

KEY UPDATES

Both GSA and FCC programs will now have up to 22 Approved Paid Closure days per year (defined as EEC's fiscal year, which begins on July 1 and ends on June 30).

- These days include 12 state holidays and 10 additional closure days which programs can determine based on staff and family needs. Up to two of the state holidays can be used on other days of the year, if necessary. Some of the 10 additional closure days can be used during the week between Christmas and New Year's Day, if it makes sense for programs to close during this time.
- The twelve (12) Approved Paid Closure holidays include:
 1. New Year's Day
 2. Martin Luther King, Jr Day
 3. Presidents' Day
 4. Patriots' Day
 5. Memorial Day
 6. Juneteenth
 7. Fourth of July
 8. Labor Day
 9. Columbus Day/Indigenous People's Day



10. Veterans Day
11. Thanksgiving
12. Christmas Day

- FCC programs can carry over up to five paid closure days into the next fiscal year (FY25).
- In addition to the 10 paid closure days, both GSA and FCC programs can continue to close for up to five paid professional development days per year.

Programs will still be required to submit approved closure dates to EEC on the Closure Schedule Form (FCC System and Center-Based) to ensure EEC has each provider's full closure schedule for the fiscal year. As always, programs should work with their families to determine an operating schedule that both supports access for families and opportunities for staff and educators to schedule time off or participate in professional development opportunities. It is important to provide families with as much notice as possible about program closures so that families can find alternative care arrangements, if needed.

RESOURCES

This guidance will take effect July 1, 2024 for GSA programs and July 1, 2023 for FCC programs. Additional information about procedures and documentation will follow in June as part of the upcoming interim FY25 contracts.

OBSOLETE

This policy advisory replaces any previous approved closure day guidance.