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Policy Title: Temporary Closures

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Policy Link: Link to full policy document

OVERVIEW

On occasion, a Group and School Age (GSA) or Funded program[1] may need to close temporarily due to circumstances such as low enrollment, renovations, or building issues. EEC now has two LEAD transactions that allow programs to apply a Temporary Closure status and later remove this status. This policy outlines the timeframes, requirements, and procedures for GSA and Funded programs that temporarily close and subsequently reopen.

APPLICABILITY

This policy applies to all GSA and Funded programs.

[1] FCC programs needing to close temporarily may enter Inactive Status, as allowed for by 606 CMR 7.03(5)(d) and detailed in EEC's Inactive Status Policy.

KEY TOPICS

- GSA and Funded programs may submit a Temporary Closure transaction via LEAD when they need to close for a period of more than three weeks but less than six months.
- Programs must notify families and EEC at least 30 days prior to a temporary closure, when possible.
- Programs that accept EEC child care financial assistance must notify the CCRR as soon as possible upon recognizing the need to close.
- When the program is ready to reopen, they must submit a Remove Temporary Closure transaction via LEAD.
- EEC will conduct a visit to confirm compliance with all relevant health and safety requirements and must accept a program's corrective action plan before the program can reopen.

Please note that the above are only highlights of the policy; it is not the complete content of the policy. **PLEASE SEE THE LINK ABOVE TO READ THE ENTIRE POLICY.**