



**TO BE COMPLETED BY EEC/CCR&R:**

FY 2012 Reimbursable Service Days including all approved closures.

Number of FY2012 Reimbursable Service Days \_\_\_\_\_ (261 or other).

Number of Approved Program Closures for FY 2012: \_\_\_\_\_.

Note whether any dates specified above by the Provider/System were not approved by EEC/CCR&R as paid closures:

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**Early education and care providers / Systems that are open on a full year basis\* may select up to 14 proposed closure dates for which they may be reimbursed provided that the following requirements are met:**

- The closure days are responsive to the needs of the families served.
- The program is closed to both private and subsidized families on the days selected for closure.
- Private paying families are charged the full tuition for the closure days.
- Subsidized families are charged their full assessed parent fee for the closure days.
- The Early Education and Care Provider/System Closure Schedule must be annually submitted to EEC/CCR&R for approval prior to July 1<sup>st</sup>.
- Parents must be given the list of closure days prior to enrollment into the program or by July 1<sup>st</sup> if already enrolled.
- Parents with children enrolled in EEC, CCR&R, and affiliated family child care providers (for FCC Systems) **must be notified of any changes to these closure days 60 days prior to the change.**
- At least two of these days must be utilized for professional development of staff.

\*Programs open only part of the year (for example, school year only or summer only) will be reimbursed for on a pro rata basis (some number less than 14) for closures. For specific guidance on how to calculate the correct number of reimbursable closures for such programs, please email Emilia Goncalves at CCRC: [voucherproviders@ccrcinc.org](mailto:voucherproviders@ccrcinc.org)