

SCHOOL READINESS CLOSURE INSTRUCTIONS

If you close your program, you are required to notify the Coalition IN WRITING by close of business on the closure day.

State of Emergency Declared

If there is a state of emergency declared by the state or local government and you close, claim an "A" on the day/days closed on your Enrollment/Attendance Certification (roster). Please submit a statement on letterhead which outlines the dates that your facility was closed and the facility reopen date. You must also attach a copy of the state of emergency. The closure paperwork should be uploaded to the [Coalition Document Exchange](#) in the 2017-18 SR Contract folder.

NO State or Local Declaration of a State of Emergency

- If you close, you will claim the day as "N" Non-Instructional.
- If you **plan** OPEN and close early, read below for protocol.
 - If you are open for less than 6 hours, you will **ONLY** be paid for Part Time (PT) rates for the children in care.
 - If you are open for at least 6 hours, you will **ONLY** be paid Full Time (FT) rates for eligible children in care.

*Note: You will be required to post the closure information for parents to see and notify the Coalition.

Closures Due to Unexpected Events

If you OPEN and an unexpected event occurs which requires closure (i.e., broken water lines/loss of power, etc.), with appropriate documentation, the Coalition will consider the payment options available on a case-by-case basis. As stated above, closure notification should occur by the close of business day to be eligible for consideration.