



Discussion and appropriate action regarding changes to the maximum paid holidays/planned closures for providers contracted with Child Care Services, as well as the creation of a provider closure policy.

Background

The Texas Child Care Connection ([TX3C](#)) guide instructs local boards to determine the maximum number of paid closures that contracted providers can claim each year. This holiday policy is then included in the child care services contract each provider signs with the board.

In the current Capital Area provider contract for Fiscal Year 2026, providers agree to the following paid closure policy:

1. PAID HOLIDAYS/PROFESSIONAL DEVELOPMENT DAYS. The Provider will be paid by the Contractor for each child currently referred to the Provider for up to nine (9) paid holidays/preplanned closures during each fiscal year – October thru September. Planned closures that exceed the number allowed by the Board will not be paid. Providers that are Texas Rising Star certified receive two additional paid days per fiscal year.

Any changes to paid holidays/planned closures must be made in writing by the Provider to the Contractor prior to the paid holiday/preplanned closure.

Discussion

Though provider contracts specify allowable holidays/planned closures, the board does not currently have a written policy regarding this limit.

Workforce Solutions Rural Capital Area (WFSRCA), which contracts with many of the same providers, designates Texas Rising Star (TRS) providers up to 12 paid holidays/planned closures each contract year. This discrepancy creates confusion for providers contracted with both boards.

Licensed Child Care Centers participating in TRS are required to participate in more professional development hours each year than non-TRS programs. An additional paid closure day would provide more hours for TRS center staff to attend required professional development.



Additionally, Licensed Child Care Home owners and directors are more negatively impacted by closures and holidays due to the nature of their operations. Due to this, home-based providers tend to miss important professional development opportunities or may lose funding for the day they attend professional development.

Recommendation

In order to create flexibility for providers to attend to personal and professional development needs, as well as to align with surrounding board areas, staff recommend the following:

- Create a Maximum Paid Closures Policy for WFS Capital Area.
- Increase the number of paid closure days for TRS centers to 12 to better align with Rural Capital Area.
- Increase the number of paid closure days for TRS child care homes to 13 to allow for directors and owners to attend more professional development days without losing critical funding.

Action

Seeking Board approval to add a Provider Holiday/Planned Closure Policy in line with the recommendation above.