

Dear Owners and Directors,

We hope that you and your families were able to get through the storm without any lasting negative impacts. News and updates regarding any closures and/or re-openings of ECS offices will continue to be posted to the ECS Facebook page (<https://www.facebook.com/ECS4kids>), the main ECS website page (<https://www.ecs4kids.org>), and the ECS provider services section of our website (<https://www.ecs4kids.org/programs/provider-services/>). ECS normally takes its direction from the local school districts regarding initial closures.

If you have closed your program due to the storm and have not already done so, please report your closure to [ccrhotline@ecs4kids.org](mailto:ccrhotline@ecs4kids.org). Please be sure to include the following in your email:

- Reason for Closure
- The closure and reopening dates
- Any damage to your facility (after the storm passes)
- The best phone number and/or email to reach you

Please also use the reporting form on the statewide system under the Attendance menu item in the Provider Portal. This short form allows you to report when and why your site was temporarily closed, include comments and supporting documentation (if any), and then submit to your contracted early learning coalition(s) so they may add the appropriate reimbursement indicator. Once processed, the temporary closure will appear as an asterisk on the attendance roster.

Also, if you have already reported your closures, but need to extend your closures because of damage, please follow the steps listed above.

VPK providers may also revise their class schedule to restore the instructional days lost as a result of a temporary closure caused by emergency circumstances instead of accepting payment for a temporary closure.

For SR Providers, your program will be reimbursed at the normal rate of pay based on the child's care level and schedule. If you've notified ECS of the closure(s), your rosters for September will automatically be marked with an asterisk (\*) to indicate that you were closed, however the days will be payable.

Any CLASS assessments or onsite monitoring scheduled to take place will be rescheduled as needed. If you have any changes to your operating hours and need to request a change in scheduling, please contact the ECS Specialist that notified you of your assessment/monitoring.

Thank you and be safe!

Episcopal Children's Services