

Valley Oak Children's Services

Child Care Payment Program
287 Rio Lindo Ave
Chico, CA 95926
(530) 895-3509 or 800-880-1173



2362 Lincoln St
Oroville, CA 95966
(530) 534-8416

valleyoakchildren.org

7/26/07

LICENSED PROVIDER NON-OPERATIONAL DAYS

Closed Days for July 2007-June 2008

To have closed days paid by Valley Oak Children's Services, you must require private pay families to pay for the same closed days. Valley Oak is not suggesting you should have paid closed days. It is up to providers to set their own policy. Please send us the following:

1. Send your list of closed days that applies to all children in care. This must be specific to your program. If you do not have a list in your policies, please submit a hand-written list that you have signed and dated. **AND**
2. Send this form with the option that BEST reflects your policy listed.

For administrative ease, Valley Oak asks that you identify which closed day configuration listed below most closely fits your closed day schedule. If you do not have paid closed days, choose option "D."

Valley Oak Children's Services can reimburse a maximum of 10 per fiscal year (July-June). **It is up to the provider to write CLOSED on the sign-in sheet for all of the days that your child care facility is closed and private pay parents are required to pay (option A, B, & C).** Valley Oak will pay for the closed days that coincide with the dates listed in the option that you choose below:

A	Winter Holidays	D
Spread throughout the year	B	No Charge for Closed days
One Day in July	Six Days in December	None
One Day in September	Four Days in January	
Two Days in November		
Three Days in December	C	
One Days in January	Nine Days in December	
One Day in February	One Day in January	
One Day in May		

Please keep the top half of this letter for future reference. Valley Oak Children's Services will not pay for closed days that are not listed in the option you choose. **If you are not closed on one of the days listed in the option of your choice, another closed day cannot be substituted.**

(Keep top half for future reference)

(Please cut here and return by August 5, 2007 to: Valley Oak Children's Services, 287 Rio Lindo Avenue, Chico, CA 95926 or 2362 Lincoln Street, Oroville, CA 95966 PLEASE, ALSO ATTACH A LIST OF ALL YOUR CLOSED DAYS. **Paid closed days cannot be paid by Valley Oak Children's Services without BOTH documents on file at Valley Oak Children's Services.**)

Center Name: _____ Center Director: _____

OR

Family Child Care Provider Name: _____

My choice for 7/1/2007-6/30/2008 is (Circle One): **A** **B** **C** **D** (no changes/substitutions allowed)

Provider Signature: _____ Date: _____