

**Department of  
Children's Services**

**Carmen G. Rodriguez**  
Freeholder Liaison

**Sr. Donna Minster, SSJ**  
Department Director



Making It Better, Together.

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**PROVIDER CLOSURE DATES**

Dear Childcare Provider:

Please be advised that we are accepting Provider Closure Date submissions for the 2015/2016 Child Care Subsidy Grant Year, which runs from October 1, 2015 to September 31, 2016. Child Care Providers are permitted a maximum of 22 closure dates per year but are highly encouraged to allow for unexpected closure dates in the event of an emergency or for weather related issues. Closure Date submissions should be forwarded to Maureen Higgins. Maureen may be reached via email at maureen.higgins@camdencounty.com Submissions via facsimile are not encouraged due to the inherent risk of transmission issues but will be accepted if email is not an option. The fax number is (856) 374-6384.

Please complete the form below and be sure to include the *Program Name, Contact Person, Contact Information* and your *EPPIC identification number*. If you are a Child Care Provider that has multiple sites, you must submit a Closure Date Form for each facility! Thank you in advance for your attention with this matter. Your timely reply is encouraged and appreciated.

Sincerely,

Sr. Donna Minster, Director  
Camden County Department of Children's Services

Program Name: \_\_\_\_\_

Eppic ID: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact #: \_\_\_\_\_

#	Month/Day	#	Month/Day	#	Month/Day
1.		9.		17.	
2.		10.		18.	
3.		11.		19.	
4.		12.		20.	
5.		13.		21.	
6.		14.		22.	
7.		15.			
8.		16.			