

SCHOOL READINESS CONTRACT CHECKLIST & REQUIREMENTS

REQUIRED DOCUMENTS

- Provider's Public Rate Sheet**
- Accreditation** and/or **Gold Seal** certificates (as applicable)
- Current **Child Care License** (Florida Dept. of Health) **OR**
- License **Exemption letter** (Florida Dept. of Health)
- Liability Insurance Certificate** – Minimum of \$100,000 of coverage per occurrence and a minimum of \$300,000 general aggregate coverage – Must list Early Learning Coalition of Palm Beach County as additional insured. Including coverage for Transportation if provider is transporting.
- Workers' Compensation Coverage or Exemption** – if required under Florida Statutes Chapter 440 F.S. Providers that are claiming exemption from the requirement must submit a notarized letter and/or proof of exemption that was filed with the Department of Workers' Compensation.
- Reemployment assistance or unemployment coverage** -as required under Chapter 443 F.S.
- E-Verify Affidavit Form** (Affidavit Concerning Employment of Unauthorized Aliens)
- Completed **W-9** Form
- Completed **Electronic Funds Transfer (EFT) Authorization** form and a voided check or account verification letter from bank (if applicable)
- Documentation of **Signature Authority** (if applicable)
- Current **Sunbiz print-out** identifying the officer, director or authorized person(s) for corporate or fictitious name filing.

GETTING STARTED AS A NEW PROVIDER

- Request** provider account at www.providerservices.floridaearlylearning.com
- Please have childcare license number and taxpayer ID ready to request account
- Once account is activated you will receive an email.
- Log into account and complete BUSINESS INFORMATION (completed upon initial set up)
- Complete PROFILE for the contract year.
- Upload copies of the requested documents in the Documents tab of the profile.
- Complete PROFILE and sign, certify and submit to coalition for activation.
- Once your PROFILE has been reviewed and activated the SR contract will be initiated for signature, a notification email will be sent.
- Please log back into your account www.providerservices.floridaearlylearning.com and complete and sign your School Readiness contract. Submit for certification.

PROGRAM REQUIREMENTS

SCHOOL READINESS HEALTH & SAFETY INSPECTION

- Satisfactory School Readiness Health and Safety inspection from the Florida Dept. of Health. Abiding by the [School Readiness Program Health and Safety Standards Handbook](#).

E-VERIFY REGISTRATION AND USAGE

- Providers must register and use the [E-Verify](#) system for any newly hired employee.
- Providers will complete the notarized E-Verify Affidavit annually and upload to Provider Portal Profile.

SCHOOL READINESS PROGRAM ASSESSMENT

- Providers serving children birth to kindergarten must have a program assessment conducted and meet the contract minimum threshold score of 3.50 to be eligible to participate in the School Readiness Program. New SR providers are exempt from pre-contract program assessment until
 - Centers have 20% of their enrollment is funded by School Readiness or
 - Family Child Care Homes have 3 School Readiness funded enrollments
- Update Quality Performance System (QPS) **monthly (by the 15th of the month)** with director, number of classrooms, teacher information, and care levels of children assigned to each class.
<https://qps.floridaeearlylearning.com/>
- Training on CLASS Assessment tool is available from the ELC - <https://www.elcpalmbeach.org/provider-trainings> and Teachstone - <https://teachstone.com>

CHILD EDUCATION & SUPPORT

- Implement instruction and learning activities using the [Florida Early Learning and Developmental Standards: Birth to Five manual](#)
- Implement a state-approved curriculum for preschool children (as listed on the SR Contract – see [approved list of curriculum](#))
- Implement character development program to develop basic values (as listed on the SR Contract)
- Conduct [developmental screenings](#) for all preschool children within 45 days of their initial enrollment and on their birthday and half birthday.

EMPLOYEE EDUCATION

- Complete [Pre-service training](#) within 90 days of hire (for all staff including substitutes)
 - Option 1:** [Department of Children and Families \(DCF\)](#) 4 courses or
 - Option 2:** [Early Learning Florida \(ELL\)](#) Health and Safety Modules
(Staff must pass course exams with a minimum score of 70)
- 10 hours of in-service training annually
- The ELC offers FREE Training on a quarterly basis and posts a [Calendar of the Trainings](#) to our website.

ADMINISTRATION

- Policy and procedures regarding [discipline and expulsion](#) and verification in the child's file that the parent has been supplied a written copy of the policies and procedures. ([SR Program Health and Safety Standards Handbook](#) -Section 19 Record Keeping)
- Written notification to parents of all provider fees and any difference between the provider's public rate and the School Readiness reimbursement amount.
- Collect parent fees and provide a receipt for all fees collected, retaining all records.
- Supply parents with the [Provider Transfer Request Form](#) when they are leaving your facility or wishing to enroll.



- Supply program information for Child Care Resource and Referral listing by updating the Provider Profile in OEL Provider Portal annually at a minimum.

REPORTING & NOTIFICATION

- Report any **unusual incidents** to the ELC no later than close of business on the next business day of the unusual incident and to submit a written report within 3 business days of the date of the incident. (Examples of unusual incidents can be found in the School Readiness contract)
- Report child absences per the "[Rilya Wilson Act](#)" for at-risk children. (Report first day a child is absent with no contact from the parent or 7th consecutive excused absence notify ChildNet and ELC).
- Notify the ELC using the [5 Day| 10-Day Absence & Rilya Wilson Reporting Form](#) when any child that is absent for 5 or 10 consecutive days with no contact from the parent by the close of the 5th or 10th day.
- Report any changes in contact or program information within 14 calendar days.
- Report emergency temporary closures within 2 calendar days of the closure.
- Report any permanent business closings or changes in business location or ownership at least 30 calendar days prior to the change.
- Notify the ELC within 5 calendar days if the provider, officer or board director is placed on the United States Department of Agriculture National Disqualified List.
- Notify the ELC within 5 calendar days if the provider, owner, officer or board director is convicted of, found guilty of, or pleads guilty or nolo contendere to public assistance fraud or is acting as the beneficial owner for someone
- Notify the ELC within 10 calendar days of a change in contract contact person information.

PAYMENT

- Document daily attendance and submit monthly attendance reports on or before the 3rd business day of each month.
- Review reimbursement summary reports monthly and report any discrepancy within 60 calendar days of receipt of the reports.

MONITORING & ACCESS

- Providers may be monitored annually and/or in response to a parental complaint.
- Maintain records for 5 years.
- Grant immediate access to facility during business hours.
- Allow for inspection and copying of documents pertaining to the SR program and provide records that are stored off site within 72 hours.