



School Readiness Provider Checklist 2017-2018 Program Year

Provider Name _____

**Please use your provider name as indicated on your DCF license or accreditation certificate for all forms.*

School Readiness Provider Forms to be submitted to the Early Learning Coalition of Southwest Florida for approval

Only 100% *completed* forms and documents will be considered for approval.
Incomplete paperwork will result in a delay in the start of your SR program.

PLEASE COMPLETE FORMS ELECTRONICALLY
Upload to SharePoint, E-mail, or Hand Deliver to the Early Learning Coalition.

EARLY LEARNING COALITION OF SWFL
ATTENTION: PROVIDER SERVICES
2675 Winkler Ave, Suite 300
Fort Myers, FL 33901

DOCUMENTS LISTED BELOW ARE REQUIRED FOR RENEWING PROVIDERS AND NEW PROVIDERS:

- Statewide School Readiness Provider Contract** (program name must match name on license/accreditation certificate)
- OEL-SR (20L or 20LE or 20FFN) Statewide Provider Contract Provider Responsibilities form**
- Copy of Current DCF License OR Letter of Confirmation including DCF exemption number**
- Copy of Gold Seal Certificate or Accreditation Certificate** (if applicable)
- LIABILITY INSURANCE CERTIFICATE** (ELC of SWFL must be listed as additionally insured; Fort Myers office address listed above must be the address used)
- W-9 FORM**
- Documentation of signature authority**
- Current Sunbiz print-out identifying the officer, director or authorized persons** (if applicable)

DOCUMENTS BELOW ARE REQUIRED FOR ALL NEW PROVIDERS ONLY:

- Direct Deposit Form with Voided Check**
- Child Care Resource & Referral Provider Update Form**

***** All programs will need a pre-contractual inspection by DCF to ensure compliance with the Health and Safety Standards and Checklists established by the Florida Office of Early Learning. *****