



SCHOOL READINESS CONTRACT CHECKLISTS

Intent to Contract*

- Copy of Daily Lesson Plan for each age group in your program
- Copy of Daily Schedule for each age group in your program
- Copy of the curriculum title and contents page for each book, binder or manual listed in
- Copy of the Character Development Curriculum title and contents page
- School Readiness Provider Agreement (Form SR 20) – COMPLETE ON PROVIDER PORTAL
- School Readiness Provider Responsibilities Form - COMPLETE ON PROVIDER PORTAL
 - SR 20L – Licensed Center/Home- Registered Home- Large Family Home- Before/After School Program
 - SR 20 LE – Licensed Exempt
 - SR 20FFN – Informal Providers

- Provider Update Form – COMPLETE ON PROVIDER PORTAL
- Health and Safety Checklist for **Religious Exempt & Non Public School**

W-9 Form*

- Direct Deposit Authorization Form***
- Voided Check or Savings Deposit Slip
- Documentation of Legal Status
 - Current License
 - License Exempt Letter & Exempt Certificate
 - Registration Letter

Gold Seal Certificate (if applicable)

- Certificate of Insurance showing ELCLC as a Certificate Holder & Additional Insured. The following must be

Included in coverage: Liability, Worker's Comp and Unemployment Coverage

- Verification of your Federal ID Number - www.sunbiz.org (For new provider only)
- Proof of Articles of Incorporation - www.sunbiz.org (For new provider only)
- Provider Web Dropbox Form***

Any item that is bold and marked with a star can be found on our website at www.elclc.org, under the Program & Services tab. Proceed to the Provider Tab and you will find the documents.

Please submit the documents on the Provider Portal at www.providers.elelc.org.

Once on the site, you will create a new account. You will enter a valid email address, password, your DCF or exempt registration number and your zip code.

Up load supporting documents in the Documents Library - Agreement Exhibit Folder