

PROVIDER PACKET

Important Information for
Child Care Providers about

School Readiness Services



EARLY LEARNING COALITION OF

SOUTHWEST

FLORIDA



Prepared in Partnership
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WHAT IS THE SCHOOL READINESS PROGRAM?

The School Readiness program is created through a combination of federal and state funding. The program is dedicated to helping children at risk of school failure because of a variety of factors, including, but not limited to, poverty, abuse or health issues. The program is designed to assist children in achieving educational success and becoming productive members of society. To reach this goal, school readiness providers must deliver programs which are developmentally appropriate, enhance the educational readiness of eligible children, and support family involvement.

Child Care Providers participating in the School Readiness Program are an integral part of a team of child advocates dedicated to believing when children come to school ready to learn, they are much more likely to succeed in school and to later become responsible, productive members of society. As a school readiness provider, you will be expected to provide activities which promote the child's physical, social, emotional, and cognitive development.

The Early Learning Coalition of Southwest Florida is dedicated to helping all school readiness providers meet their responsibilities through support, technical assistance, education, and assistance. We appreciate your interest and willingness to serve children in the school readiness program. Your participation is critical to the lives of many disadvantaged children.

HOW TO BECOME A SCHOOL READINESS PROVIDER:

Before your center or home can receive reimbursement for providing school readiness services, you must:

- Be identified as a licensed, registered or religiously exempt child care provider by the Florida Department of Children and Families.
- Be listed with Resource and Referral of Child Care of Southwest Florida, Inc. (CCSWFL). You may have already been contacted to complete the provider survey information for listing in their database. If not, you may contact them at (239) 278-4114 for the needed forms.
- Complete and submit to CCSWFL the following forms:
 - Provider Agreement for School Readiness Services
 - Rate Verification Form
 - Holiday Schedule
 - IRS W-9 Form

Copies of the required forms in the back of this packet can be copied as needed.

RESPONSIBILITIES AS A SCHOOL READINESS PROVIDER:

- Once approved, you are eligible to receive reimbursement for child care services for children approved for school readiness funding.
- When a parent brings you a Child Care Certificate to enroll their child in your program, you will complete the provider information requested on the form and return directly to Child Care of Southwest Florida, or you may return to the parent. Parents are otherwise responsible for returning the form to Child Care of Southwest Florida within 7 calendar days.
- The total amount of approved subsidy for qualified children will be paid directly to you without the designated parent fee amount. The parent must pay you directly.
- It is your responsibility to collect the parent fee in a timely manner and to provide the parent with a receipt.
- You may not provide child care for any children expecting reimbursement without the approval of CCSWFL. Any child care services provided prior to approval by CCSWFL will be the sole responsibility of the parent.
- CCSWFL will not reimburse the parent/guardian or the provider for registration fees or any additional charges above the agreed upon rates.
- School Readiness providers must provide a program using a developmentally appropriate curriculum. If you need help, we will assist you.
- It's your obligation to ensure that an Ages and Stages developmental screening will be conducted for school readiness children birth to 5 on or about the child's birthday. Providers must share the results with the child's parent or guardian and CCSWFL.
- You will ensure that a pretest and posttest are conducted on all 4 year old children. Four (4) year olds will be tested in November and one in May.
- Other programmatic requirements are outlined in the Provider Agreement for School Readiness Services. If you need any assistance or have any questions related to the Provider Agreement, you must contact CCSWFL or the Early Learning Coalition of Southwest Florida.
- You will be expected to provide education activities consistent with the Florida School Readiness standards. If you need help, we will assist you.
- It is your responsibility to keep sign-in/ sign-out records for each child in care. This supports the required daily attendance records for each child. It is very important

that the parent or responsible party signs the "sign-in / sign-out sheets" on a daily basis. Parents should not be asked to sign the sign-in/ out sheets in advance. A sample sign-in/sign out sheet is a part of this packet. You may use any form you want as long as it identifies the date, child's name, time-in, time-out, and has the parent's signature. These records must be maintained for a minimum of one year.

- Attendance forms will be mailed to you by Child Care of Southwest Florida each month. Any additional children who are enrolled during the month may be written in on the attendance sheet of the same eligibility status. The provider must submit the attendance forms, completed and signed, by the 3rd workday of the month following care provided.
- You are required to give parents access to their child at all times
- You must notify CCSWFL immediately if the parent/guardian fails to pay for services, ends or changes employment. Knowledge of changes without reporting to CCSWFL may be construed as fraud and action may be taken by the Florida Department of Law Enforcement.
- You must have a working telephone at the location where child care is provided.

EXPLANATION OF THE CHILD CARE CERTIFICATE:

Each eligible parent is issued a Child Care Certificate which they will bring to the child care provider of their choice.

This certificate provides the following information:

- The name of the child(ren) authorized to receive care,
- The child(ren)'s dates of eligibility (beginning and ending),
- Their eligibility category,
- The assessed parent fee for each child,
- The hours of care authorized.

Any changes to the information established on the Child Care Certificate must be made by the staff of Child Care of Southwest Florida, Inc. or have their have prior approval.

The Child Care Certificate may be either computer printed, or it may look resemble the following sample on the next page.

CHILD CARE CERTIFICATE

PARENT/GUARDIAN INFORMATION: Name: _____ Date of Birth: _____ Address: _____ City, Zip: _____ Telephone: _____	Eligibility for Child Care authorized from _____ to _____ <small>(Provider will not be paid unless form is returned. No payments will be made after ending date. Provider will be notified if benefits are terminated earlier at which time payments will stop.)</small> <hr/> Eligibility Category: <input type="checkbox"/> BG1 <input type="checkbox"/> BG3W <input type="checkbox"/> BG7 <input type="checkbox"/> Other _____ <input type="checkbox"/> BG3 <input type="checkbox"/> BG5 <input type="checkbox"/> BG8 <input type="checkbox"/> BG3R <input type="checkbox"/> BG5N <input type="checkbox"/> CCPP <input type="checkbox"/> BG3T <input type="checkbox"/> BG5T <input type="checkbox"/> SACG
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CAREGIVER INFORMATION: Provider Name: _____ Provider Address: _____ City/Zip: _____ Contact Person: _____ Telephone: _____ Provider Status: <input type="checkbox"/> Licensed Informal <input type="checkbox"/> Religious Exempt <input type="checkbox"/> Pub/Non-Pub School <input type="checkbox"/> Registered <input type="checkbox"/>	
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Name of Child(ren):	Date of Birth	Entry Date	FT/PT		Daily Parent Fee		
			Mon.	Tues.			
1.							
2.							
3.							
4.							
5.							
Care Authorized	Mon.	Tues.	Wed.	Thurs.	Fri.	Saturday	Sunday
From -To							
Total Hrs. per week							

Signature of Parent: _____ Date: _____

Signature/CCSWFL Counselor: _____ Date: _____

Owner/Director Signature: _____ Date: _____

ESTABLISHING RATES

The State of Florida establishes a maximum payment rate for each age group of children and for each type of provider, based on an annual market rate survey.

Child care providers are expected to establish their own rate of what they will charge parents. The Early Learning Coalition of Southwest Florida will honor the rate set by the child care provider as long as the rate does not exceed the "maximum rate" established by the State of Florida **AND the rate is not higher than the rate charged to other private paying parents served by the child care provider.**

Changing Rates: Once you have set a rate, it cannot be changed unless the child care provider submits a new Rate Verification Form. If the new rate meets the same criteria as described in the previous paragraph, then the new rate will be honored beginning the first day of the month following receipt of the new Rate Verification Form.

A new "Rate Verification Form" should be submitted at the beginning of each fiscal year. For technical assistance regarding establishing rates, you may contact Resource and Referral at 239-278-4114.

REIMBURSEMENTS THROUGH MONTHLY ENROLLMENT/ ATTENDANCE FORMS:

Each child care provider will receive copies of attendance sheets to be completed for the children in their care eligible for school readiness funding. In order for Child Care of Southwest Florida to reimburse you in a timely manner, you will need to complete the attendance sheet and return it to the CCSWFL office by the 3rd workday of the month following the month you served the children. You must sign each attendance sheet at the bottom right corner next to where it says "authorized signature" and complete forms in blue or black ink.

Attendance records can be mailed, faxed or placed in the drop box located at each CCSWFL office in Lee and Collier Counties. Attendance records received after the deadline may delay payment. You should also familiarize yourself with the Attendance Policy and the "Documentation of Absence Form" which is located towards the end of this packet.

REPORTING BILLING DISCREPANCIES:

With each month's payment for child care, you will receive a Trial Provider Reimbursement Report. It is critical that you verify the payment information with your check each month. Immediately checking the children for whom you were paid, the parent fee and the rate paid will avoid denial of claims later. Any discrepancies in your payment must be brought to our attention within 30 days of receipt of your payment and report.

PARENT FEES:

- Parents in the School Readiness child care program will be required to pay a portion of their child care costs. This determination is based upon their family size and their gross annual income.
- The amount of the parent fee will be posted on the Child Care Certificate and it is your responsibility to collect the money and provide the parent with a receipt. The provider will be notified by CCSWFL if the amount of the parent's required fee changes for any reason.
- Parents who do not cooperate with paying their portion of the child care cost are not eligible to continue to receive school readiness services. If a parent fails to make the required payment to you, then you must notify CCSWFL. The parent will be advised that they must pay you to continue their child in the program. If they still fail to pay, they will be terminated from the school readiness program.
- Parents are not permitted to transfer their child to any other child care program if they owe any parent fees to the current child care provider. The current child care provider will be required to verify in writing that the parent does not owe money, or that a satisfactory repayment arrangement has been reached.

POST AUDIT ATTENDANCE MONITORING:

- In order to ensure appropriate payments have been made, CCSWFL or ELC-SWF will audit the attendance records at any time.
- Every provider will be monitored a minimum of bi-annually for fiscal requirements.
- The selection process will be random; however CCSWFL or ELC-SWF may select or re-select a provider for audit at any time if there are questions or a reason for concern.
- Initial audit/monitoring visits may be announced. Follow-up or subsequent visits will be unannounced.
- The post audit monitoring will be based on the reimbursement request of the child care provider, the provider's attendance log and the parent's signatures on the "sign in-sign out" logs. Attendance verification may be maintained by the provider in one location, or in individual classrooms, for a minimum of 1 year.
- Provider records that fail to substantiate the reimbursement reconciliation may result in a disallowed subsidy payment. These may be adjusted from future reimbursement payments.

MONITORING FOR SCHOOL READINESS COMPLIANCE

Each child care provider is required by law to provide a healthy and safe physical environment, a variety of activities and a learning environment which is developmentally appropriate for the children in care. Child care providers are also expected to cooperate with vision, hearing and developmental screenings, as well as assessments of the children to determine their learning and readiness for school.

Technical assistance for all areas of will be provided to each child care provider at no cost. The goal of CCSWFL and ELC_SWF is to assist all child care providers serving school readiness children, as they strive towards the provision of quality child care. In that respect, we provide information and materials which can enhance your program. Providers will be given technical assistance in any area of need upon request or referral from DCF or the Early Learning Coalition of Southwest Florida.

Each provider will be monitored at least annually to document compliance with the requirements of the school readiness program. Licensed child care programs will be monitored primarily for the programmatic requirements. Exempt or registered child care providers will be monitored for programmatic and health and safety requirements of the School Readiness program.

Any provider who refuses to cooperate with monitoring visits will be terminated from participation in the program. Any provider, who does not adequately provide a safe and healthy environment for children, will not be eligible to receive school readiness funding.



WHAT IF I HAVE A CONCERN ABOUT A CHILD IN MY CARE?

If you have a concern about the treatment or care the child is receiving and you have a suspicion that they may be abused or neglected, please report your concern immediately to:

**Department of Children and Families Abuse Hotline
1-800-962-2873**

This is a toll-free call. Remember, as a child care provider, you are mandated by law to report your concern if you have reason to believe that the child might be subjected to abusive or neglectful conditions.

FRAUD PENALTY

Every child care provider and parent needs to understand that any person who knowingly does not tell the truth, hides information, pretends to be someone else, does not give all the information needed about themselves or others in order to obtain benefits, payments or reimbursement to which they are not entitled, or to increase the benefits, payments or reimbursements is guilty of unlawful behavior.

If you knowingly provide false information, omit requested information, sign inaccurate attendance documents or fail to promptly report changes which would directly affect your eligibility as a school readiness provider, then you can be required to pay back unauthorized subsidy payments, denied further participation in the program and referred to the Florida Department of Law Enforcement, Public Assistance Fraud Division for further investigation.



DISPUTE RESOLUTION AND RIGHT OF APPEAL

Any School Readiness Provider has the right to appeal any issues of dispute. Providers must first attempt resolution with CCSWFL management staff. If the matter is unable to be satisfactorily resolved, the provider may request the Early Learning Coalition Executive Director to have the matter reviewed.

The request must be made in writing within 21 calendar days of the date CCSWFL responded to the issue of dispute. The request must be sent to: the Early Learning Coalition of Southwest Florida at 12651 McGregor Blvd., Suite 4-402, Fort Myers, Florida 33919.

The Executive Director has 7 business days in which to review the matter and communicate directly with the complainant. In the event that the Provider is still dissatisfied with the written findings and determination made by the Executive Director, the provider has 21 days in which to request, in writing, a hearing before the Executive Committee Appeals Board for a final resolution.

OFFICE LOCATIONS

Child Care of Southwest Florida
4315 Metro Parkway, Suite 400
Fort Myers, Florida 33916
239-278-1002

Child Care of Southwest Florida
269 S. Airport Road
Naples, Florida 34104
239-643-3908

Child Care of Southwest Florida
750 South 5th Street
Immokalee, Florida 34142
239-658-3326

Early Learning Coalition of Southwest
Florida
12651 McGregor Blvd., Suite 4-402
Fort Myers, Florida 33919
239-267-4105

www.elcofswfl.org

REQUIRED FORMS





EARLY LEARNING COALITION 2006-07

PROVIDER AGREEMENT FOR SCHOOL READINESS SERVICES

I. Parties

1.) This agreement is made and entered into this _____ day of _____, 2006 by and between the Early Learning Coalition of Southwest Florida Inc. with its principal office located at 12651 McGregor Blvd., Suite 4-402, Fort Myers, Florida (hereinafter referred to as the "Coalition") and _____, (child care provider) with principal offices located at _____. (hereinafter known as "Provider").

II. General:

2.) The Florida Legislature designated the Agency for Workforce Innovation (AWI) as the Lead Agency for Child Care Development Funds provided through 45 CFR98 which includes funds for School Readiness and Resource and Referral Programs. The legislature also created the formation of Early Learning Coalitions to administer the School Readiness funds to serve their local communities. The COALITION is the authorized entity for the administration of School Readiness services in Collier, Glades, Hendry and Lee Counties.

3.) The COALITION has prescribed the use of this agreement for approving providers for the provision of school readiness services in Collier, Hendry, Glades and Lee counties. The COALITION has designated Child Care of Southwest Florida Inc. (CCSWFL) as the agency to implement the program requirements.

4.) The COALITION and the PROVIDER understand that there may be a need to revise the terms and conditions of this agreement in the event of any legislative or funding changes.

5.) The PROVIDER must complete and sign a new agreement each year to remain eligible to deliver the school readiness program.

6.) The PROVIDER agrees to tell the truth on all information. PROVIDER acknowledges that providing information in order to obtain benefits, payments or reimbursement to which they are not entitled, or to increase the benefits, payments or reimbursements, is guilty of unlawful behavior. If you knowingly provide false information, omit requested information, sign inaccurate attendance documents or fail to promptly report changes which would directly affect your eligibility as a school readiness provider, then you can be required to pay back unauthorized subsidy payments, denied further participation in the program and/or referred to the Florida Department of Law Enforcement, Public Assistance Fraud Division for further investigation.

III. Provider Eligibility:

7.) The PROVIDER certifies that they are either a licensed or registered child care provider pursuant to Chapter 402.301-319 Florida Statutes; religious exempt faith based provider pursuant to ss 402.316 F.S.; or public or private school provider pursuant to ss 402.305, Florida Statutes.

8.) The PROVIDER agrees that all child care personnel and teachers are of good moral character and in compliance with Level 2 background screening requirements pursuant to Chapter 435.04 F.S.. At a minimum, each child care personnel file must contain the following:

- Affidavit of Good Moral Character (required annually)
- Proof of FDLE clearance (every 5 years)
- Proof of FBI clearance
- Proof of Local Law Check Clearance

9.) The COALITION has reviewed the provider's information and determined that the provider is eligible to deliver the School Readiness Program.

IV. Provider Responsibility to Parents:

10.) Parental Access/Working Telephone: – The PROVIDER agrees that federal and state laws mandate that a parent has the right of unlimited access to their child during regular business hours and any time their child is in care. PROVIDER agrees to have a working telephone available to make or receive telephone calls when children are in care.

11.) Parent's Right to get a copy of records: The PROVIDER agrees that parents have the right to see their child's records and, upon request, will be given copies of their child's records.

12.) Parental Notification: The PROVIDER understands that CCSWFL or ELC-SWF may exercise its right to notify families if PROVIDER has not maintained the standards set forth by the Early Learning Coalition of Southwest Florida, or been the subject of administrative sanctions by the Department of Children and Families or the accrediting agency responsible for my accreditation standing.

13.) Parental Choice: The PROVIDER understands and agrees that the parent has a choice of child care providers. In the event the parent chooses to move to a different child care provider, it is within their prerogative to do so. If the client has failed to make the required parent co-payments to the PROVIDER, then the PROVIDER is obligated to report this promptly to the eligibility office.

14.) Service Need: The PROVIDER has a responsibility to observe the child and family daily to determine if services may be needed. The PROVIDER is required under Chapter 39, FS to report any concerns of possible abuse or neglect of children. In addition, the PROVIDER must use the daily opportunity to assess if the family is in need of economic, medical, financial, social, psychological, developmental, vocational, therapeutic, health, transportation or other related services. PROVIDERS agree to assist families in locating services which may help them or their children.

V. Student Eligibility, Enrollment and Attendance

15.) Enrollment Policy: PROVIDER agrees not to enroll any child with the expectation of receiving reimbursement without prior written authorization by a representative of Child Care of Southwest Florida, the agency authorized by the COALITION to administer school readiness funding. PROVIDER understands that if child care services are provided without proper authorization, those services will not be eligible for reimbursement.

16.) Child Eligibility Status: PROVIDER agrees that payments will only be paid for children eligible for services. The ending date of eligibility is identified at the top right hand corner of the Child Care Certificate. PROVIDER understands that no payments will be made after that date unless the child's continued eligibility has been established by CCSWFL

17.) Attendance Records: The PROVIDER agrees to maintain daily sign in/sign out sheets and submit accurate attendance reports monthly of all children who attend my facility and accurately identify absences. PROVIDER agrees to submit reimbursement report in accordance with CCSWFL instructions and understands the CCSWFL will pay up to 3 absences per child per calendar month. PROVIDER understands that providing false information regarding a child's attendance will result in repayment requirements. Each attendance sheet must be signed, in blue or black ink, at the "authorized signature" section in the bottom right hand corner.

18.) Attendance Audits: The PROVIDER agrees to record each child's attendance record daily and keep an attendance record on file at facility. PROVIDER understands that the COALITION or designee CCSWFL may audit attendance records at any time. Records that fail to substantiate the reimbursement claim files at CCSWFL will automatically result a disallowed subsidy payment. Disallowed payments may be deducted from any forthcoming reimbursement payment

19.) Unexcused Absences: The PROVIDER agrees to promptly notify Child Care of Southwest Florida of **excessive** unexcused absences of any child school readiness child enrolled.

20.) Rilya Wilson Act -

- Each child who is subject to this law must participate in licensed early education or childcare services at least 5 days a week, unless exempted by the court. It is recommended that at-risk children referred for school readiness services are in care at least 6 hours per day.

- The Children’s Network of Southwest Florida or the Department of Children and Families must notify the operator of a licensed childcare program whenever a child who is subject to this law is enrolled in the program. Children who are subject to this law cannot be withdrawn from the program without the prior written approval of the responsible agency.
- If a child who is subject to the law is absent from the program on a day when he or she is expected to be present, the person with whom the child resides must report the absence to the program by the end of the business day. If the parent or caregiver fails to report the absence in a timely manner, the absence is considered unexcused.
- The PROVIDER agrees to notify the responsible caseworker or agency identified on the childcare referral form, of the absence of any child who is under their supervision. It must be reported as an excused or unexcused absence by the close of business the day following the child’s absence.

VI. Compensation and Funding:

21.) Reimbursement Rate: PROVIDER agrees the amount of child care reimbursement to be paid for each child is limited and may differ for individual children. The maximum actual amount of reimbursement to be paid for a specific child will be based on the provider rate schedule for each fiscal year, beginning July 1 until June 30 of following year, as approved by the Early Learning Coalition of Southwest Florida (ELC-SWF).

22.) Rate Restrictions: PROVIDER agrees to provide Child Care of Southwest Florida (CCSWFL) with information concerning the normal child care rates charged to parents by the provider. PROVIDER agrees not to charge either CCSWFL or the parent receiving school readiness, a higher rate than charged to other parents. PROVIDER understands they may charge the parent a differential rate if the normal rate charged private families is higher than the reimbursement rate paid by CCSWFL.

23.) Reporting Changes: PROVIDER agrees to promptly report all changes such as location or ownership, etc. to CCSWFL prior to the change. PROVIDER understands that failure to give proper notification could result in a delay of reimbursement. PROVIDER understands reimbursement is not transferable and non-assignable.

24.) Holidays and Closings: PROVIDER agrees to identify up to twelve (12) scheduled holidays in which child care will not be provided. The Coalition agrees to provide compensation on those days for qualified children.

25.) Fee Collection: PROVIDER understands they are responsible for collecting and reporting any fee from the parent that is designated by CCSWFL to be paid by the parent. This designated fee is automatically deducted from the monthly reimbursement payment. PROVIDER agrees to give the parent or responsible adult a receipt, including the dates of services covered, for fees as they are paid. PROVIDER understands that if a parent does not pay his/her parent fee, PROVIDER must notify CCSWFL within 30 days and PROVIDER has the option to request services be immediately terminated. If a parent leaves PROVIDER’S program owing a fee, and the parent and PROVIDER mutually agrees to a payment schedule, PROVIDER will apprise CCSWFL of the parent’s compliance with this arrangement.

26.) Reimbursement Payments: PROVIDER agrees to submit all required attendance documents to CCSWFL no later than the third (3rd) business day of each month. A drop box and fax machine are available for this purpose as well as regular US mail. PROVIDER understands that payment for services will be received the end of each month. Any attendance sheet rosters submitted after the 3rd business day will be processed the next reimbursement month.

27.) Reimbursement Report: PROVIDER agrees all attendance documentation submitted for reimbursement will be accurate and supported by the parent’s signature on the sign in sheets.

28.) Reconciling Reimbursement Payments: The PROVIDER agrees to review the reimbursement summary provided by the CCSWFL fiscal staff each month with the reimbursement check. PROVIDER agrees to report any discrepancy or underpayment within 30 days from the date the reimbursement was deposited or mailed. Any underpayments reported after 30 days will not be honored.

29.) Access to Records: The PROVIDER agrees to keep and maintain all records and forms on site, including enrollment and attendance records for subsidy children, and reimbursement summaries and other fiscal records for a period of no less than one (1) year.

30.) Suspension of Payment: The PROVIDER understands that if an action is taken against PROVIDER'S license or accreditation, such as denial, revocation or suspension; or DCF issues a notice to cease operations; or ELC-SWF/CCWSFL determines the provider is out of compliance with the requirements set forth in this agreement, ELC-SWF or CCSWFL may suspend School Readiness Funds to PROVIDER'S program even if PROVIDER appeals the action. Upon resolution, a decision will be made by COALITION regarding continued participation in the Early Learning program.

31.) Reimbursement Requirements: The PROVIDER agrees to follow all payment procedures adopted by the COALITION and/or mandated by the Agency for Workforce Innovation. The PROVIDER agrees to return any funds received as a result of error or overpayment to the COALITION.

VII. Program Requirements

32.) The PROVIDER agrees to meet all requirements of the School Readiness program which are set forth in 45CFR98 (Code of Federal Regulations), Chapter 402.25 and Chapter 411.01 of the Florida Statutes, and Rule 60BB-4 of the Florida Administrative Code.

33.) The PROVIDER understands that they may organize their classrooms and activities as they deem appropriate.

34.) **For Programs Serving Children Birth to Five Years,** the PROVIDER agrees to meet the following standards consistent with the requirements and goals of the school readiness program.

Curriculum and Learning Environment

- PROVIDER'S program has clear, written goals for the children which are consistent with the Florida School Readiness Performance Standards for children Birth to Three and Three to Five.
- PROVIDER'S program is inclusive of children with special needs and supports the development and individual needs of all children. PROVIDER will document daily planning with written activities for each day.
- PROVIDER uses a curriculum which is research-based, developmentally appropriate, includes a character development component and reflects the Florida School Readiness Performance Standards for children Birth to Three and Three to Five.
- PROVIDER posts daily schedule for preschool children that includes, at the minimum, the following:
 - One hour of uninterrupted child-initiated choice time between 9:00 am and Noon to include the following learning areas: Blocks, Dramatic Play, Art, Music, Discovery, Table Toys, Library, Writing and Sensory Motor (sand and water)
 - Small group, teacher-directed activities that address essential concepts (colors, shapes, self help skills, etc.)
 - Literacy activities and reading to children a total minimum of 30 minutes per day
 - Music activities each day
 - Outside activities for a minimum of 30 minutes twice a day, depending on length of day and weather permitting, as age appropriate
- PROVIDER posts daily schedule for infants, toddlers, and young two's children that includes, at the minimum, the following:
 - Infants are fed and diapered according to their needs and not a class schedule.
 - Infants and toddlers are free to move around the indoor play area.
 - Infants are not kept in cribs when awake.
 - Infants are not kept in high chairs, playpens or bucket seat tables for long periods of time.

- Infants are given floor time with staff who encourage gross motor activities on daily basis.
- Infants and toddlers have access to materials that support their fine motor development.
- Flexible schedule and planned activities provide a balance of active and quiet time, indoors and out, and experiences that include: sensory, language and motor development.
- Varieties of musical activities are offered including classical music exposure.
- Sensory/process oriented “art” activities available for toddlers and two’s.
- Children are read to individually or in very small groups, for short periods of time each day.

35.) **For Programs Serving School Age**, the PROVIDER agrees to meet the following standards consistent with the requirements and goals of the school readiness program.

Program Structure/ Activities

- PROVIDER prepares a daily schedule that is flexible, with children transitioning smoothly from one activity to another at their own pace or as a group.
- PROVIDER utilizes a wide variety of indoor and outdoor activities for children and youth to choose from that provide social, recreational, and educational opportunities.
- PROVIDER utilizes a developmentally appropriate curriculum with activities that reflect the mission of the program.
- PROVIDER includes a sufficient amount of materials that are accessible and in good working order for the number of children in the program.

Indoor/Outdoor Environment

- PROVIDER ensures indoor and outdoor space is sufficient to meet the needs of children and youth in the program.
- PROVIDER maintains equipment and materials that allow children and youth to be independent and creative and to explore their interests.

VIII. Professional Development

36.) **FAMILY CHILD CARE PROVIDERS** who serve children ages birth to five years or older, whether licensed or registered, agree to be in compliance with the educational and other requirements of Section 402.313, F.S. and Rule 65C-20, F.A.C. Professional Requirements are as follows:

- 30-clock-hour Family Child Care Home training
- 5-clock-hour (or .5 Continue Education Units) Early Literacy and Language Development
- 10-clock-hours of in-service training (annually)
- First Aid and Infant & Child Cardiopulmonary Resuscitation (CPR) training

37.) **CHILD CARE CENTER PROVIDERS**, whether licensed, religiously exempt facilities, public or private schools, caring for children from birth to 5 years of age; agree to be in compliance with the following professional development requirements:

- 40-hour Child Care Training
- 10-hour in-service training (each year)
- 5-hour Literacy Training
- One CDA-Certified Teacher per 20 Children (National or Florida State CDA; or Christian Equivalency)
- Director has the Directors Credential

38.) **CHILD CARE CENTER PROVIDERS**, whether licensed, religiously exempt facilities, public or private schools, caring for school-age children from 5 years of age and older, agree to be in compliance with the following professional development requirements:

- 40-hour Child Care Training
- 10-hour in-service training (each year)
- Director has the Directors Credential

IX. Assessments and Screening of Children Birth To Five

39.) The PROVIDER agrees to utilize Ages and Stages screening tool (questionnaire), on all children ages 0 to 5, on a scheduled basis. Training and information on the use of the tool is provided by Child Care of Southwest Florida, Inc.

40.) The PROVIDER agrees to utilize the Coalition-approved Creative Curriculum.Net assessment tool for 4 and 5 year olds, which is aligned with the Florida School Readiness Performance Standards 3-5. Training and information on the use of the tool is provided by Child Care of Southwest Florida, Inc.

41.) The PROVIDER agrees to utilize the Coalition-approved Creative Curriculum.Net assessment tool for children 0-3 years of age, when they become available through the COALITION. (TBA)

42.) The PROVIDER agrees to share the ASQ screening and assessment results with the child's parents. PROVIDER agrees to submit all results to CCSWFL in a timely fashion. Provider will retain copies of the screening and/or assessment results for a minimum of one year.

X. Family Involvement and Cultural Continuity

43.) The PROVIDER agrees that teachers and child care staff will work closely with families in partnership to ensure high quality care and education for children.

44.) The PROVIDER agrees to help parents feel supported and welcomed as observers and contributors to the program by encouraging family members to visit the program and become involved through volunteering.

45.) The PROVIDER agrees to provide programs that respect the cultural heritage and beliefs of children and their families.

46.) The PROVIDER agrees to provide new and prospective families with a parent handbook or informational materials that include, at a minimum, an attendance policy and a discipline policy. The PROVIDER agrees to have an "open door" policy for families

47.) The PROVIDER will utilize newsletters, notes, or bulletin boards to share program information and to communicate information about the children's well-being.

48.) The PROVIDER agrees to help build links to families and the community through resources, outreach, and community involvement.

XI. Healthful and Safe Environment

49.) The PROVIDER agrees to serve meals and/or snacks which are nutritious, including infant formula if applicable; and parents are given nutrition information for preparing meals, snacks, and infant formula.

50.) The PROVIDER agrees to participate in the provision of vision and hearing screening for children ages 2-5 years of age, which is offered through the Early Learning Coalition of Southwest Florida. Vision and hearing screenings will be offered to children ages 0-2 years as requested by the provider or the parent.

51.) The PROVIDER agrees to ensure that immunizations and physicals are current and up to date for all children in their care. The PROVIDER agrees to protect and enhance the health of all children and youth.

- 52.) The PROVIDER agrees to have and follow a written medication policy.
- 53.) The PROVIDER agrees to utilize the Health Services offered by the COALITION for staff/parent training for special medical needs.
- 54.) The PROVIDER agrees to have at least one staff member certified in CPR and First Aid on site at all times.
- 55.) The PROVIDER agrees to develop and implement on a daily basis a Safety Checklist to protect children from potential indoor and outdoor hazards.
- 56.) The PROVIDER will provide healthy foods and ensure drinking water is readily available at all times.
- 57.) The PROVIDER requires frequent hand washing of staff and children, especially after using the toilet and immediately prior to meals and snacks.
- 58.) IF the PROVIDER is:
- A state licensed child care center, the PROVIDER agrees to comply with all requirements of 65C-22, F.A.C. and Chapter 402.302-319 Florida Statutes.
 - Religiously exempt from licensure under ss. 402.316, F.S., or is a public or non-public school under ss. 402.3025, F.S., the PROVIDER agrees to comply with the health and safety standards set forth in ss. 402.302-319 F.S. and 65C-22, F.A.C, with the exception of 65C-22.001 (1) and (2) (a), FAC which require licensure.
 - A large, licensed, or registered family child care home or informal provider, the PROVIDER agrees to comply with the health and safety standards of Chapter 402.302-319 Florida Statutes and Rule 65C-20, FAC. Registered Family Child Care homes unable to meet licensure due to the fence requirement, will be assessed for safety and provided technical assistance through the Coalition.

(Copies of these requirements may be found on the following website: Myflorida.com/childcare. In addition, School Readiness providers will be provided copies upon request.)

XII. Social and Emotional Development

- 59.) The PROVIDER agrees to provide a positive discipline policy that promotes responsibility and self control of children. The PROVIDER agrees to ensure staff utilizes positive discipline methods that promote responsibility and self-control of children and do not hurt, humiliate or frighten children.
- 60.) The PROVIDER agrees to strive to provide low teacher-to-child ratios to meet the individual needs of all children.
- 61.) The PROVIDER agrees to engage with all children and youth in positive and respectful ways, through listening, acceptance, and appreciation.
- 62.) The PROVIDER agrees to respond appropriately to the individual needs of children and youth, recognizing their special interests, feelings, abilities, and cultures. The PROVIDER agrees to encourage children and youth to take initiative, make choices, and be responsible.
- 63.) The PROVIDER agrees to interact with children and youth, varying approaches to help children and youth learn to think for themselves, share problem-solving skills, making friends and use language skills through frequent conversation.
- 64.) PROVIDER agrees to use positive techniques to guide the behavior of children and youth by setting appropriate limits and encouraging children and youth to resolve their own conflicts. The PROVIDER agrees to promote warm and responsive staff interaction.

65.) PROVIDER agrees to provide opportunities for children and youth, staff, and families to interact with each other in positive ways. PROVIDER agrees to work well with children and youth, and family through cooperative, respectful, and positive relationships.

XIII. Community Partnerships

66.) The PROVIDER agrees to utilize and link with public and private partners in early care and education resources in the community to enhance quality.

67.) The PROVIDER agrees to participate in the provision of vision, hearing, social and emotional development, and health issues through linkages with community partner agencies.

XIV. Administration

68.) The PROVIDER agrees to maintain accurate attendance records and sign in sheets for a minimum of one year. The PROVIDER agrees to submit reimbursement requests promptly that are supported by monthly attendance sheets.

69.) The PROVIDER agrees to maintain daily sign-in and sign-out sheets which reflect the child's time of arrival and departure and a responsible individual's signature for each child in a family.

70.) The PROVIDER agrees that records are maintained for audit purposes.

71.) The PROVIDER agrees to complete an annual ELC-SWF/CCSWFL program self-assessment.

XV. Compliance Verification

72.) The PROVIDER agrees to permit the COALITION or its designee, Child Care of Southwest Florida, or the Agency for Workforce Innovation to enter the PROVIDER'S facility during hours of operation to verify the PROVIDER'S compliance with this agreement and school readiness program set forth in federal and state laws identified in this document, as well as the rules and regulations set forth by the Agency for Workforce Innovation, the Early Learning Coalition of Southwest Florida and this agreement. This paragraph does not authorize the Coalition to enforce licensing requirements under section 402.302 – 402.319 FS or impose any requirements beyond this Agreement.

73.) The PROVIDER agrees to allow the COALITION or its designee, Child Care of Southwest Florida, or the Agency for Workforce Innovation, to inspect and copy the records maintained by the provider concerning the school readiness program.

74.) If the PROVIDER fails to comply with all terms or conditions of this Agreement or with all the requirements of the School Readiness legislation as set forth in Federal Code, Florida Statutes, state rules and procedures of the COALITION and the Agency of Workforce Innovation, the COALITION shall notify the PROVIDER in writing and give the PROVIDER a period of at least 10 business days to comply. If the PROVIDER does not comply within the period given, the COALITION may terminate this Agreement.

XVI. Nondiscrimination

75.) The PROVIDER understands they may not discriminate against a parent or child, including the refusal to admit a child for enrollment, based solely on the grounds of race, color, national origin, disability or religion.

XVIII. Termination:

76.) The PROVIDER and the COALITION may agree to terminate this agreement by mutual consent. Notice of termination must be given, and alternative arrangements for uninterrupted services shall be made for School Readiness Children, at least 30 calendar days before the termination date.

XVI V. Dispute Resolution

77.) The PROVIDER understands they have the right to appeal any issues of dispute. They must first attempt resolution with CCSWFL management staff. If the outcome is not in favor of the complainant, then the issue may be raised to the Early Learning Coalition of Southwest Florida's Executive Director for review. In the event, the PROVIDER is still dissatisfied; a written request for hearing must be made to the Early Learning Coalition of Southwest Florida. The procedures outlined in policies # ELCSWF-EL0013-06 "Complaint and Dispute Resolution" and ELCSWF-EL0015 "Appeals and Hearings" will be followed.

XX. COALITION Responsibilities

78.) In any case where there is sufficient reason to believe that this or any other information submitted is with the intent to be fraudulent, the matter will be referred to the Florida Department of Law Enforcement for further investigation.

79.) The COALITION expects the PROVIDER to participate in making these standards a part of the daily program. The COALITION will provide assistance to any provider who would like more information or help in meeting these standards. Monitoring staff will look to ensure that your program incorporates all of these very important elements, and will offer technical assistance as needed or requested.

80.) The Early Learning Coalition of Southwest Florida supports all licensed and license-exempt, public and private centers; and family child care homes in the provision of quality school readiness services. To that end, the Early Learning Coalition of Southwest Florida will provide, as funding is available, training, technical assistance, scholarships, mini-grants, and program resources such as books, toys, materials, curriculum, management resources etc., to support quality efforts for all School Readiness providers.

81.) Persons authorized by the Coalition will be able to visit the program to ensure standards are met. If any provider is unable to meet and/or maintain these standards, technical assistance will be provided. If after technical assistance efforts have been made, the Coalition will provide a corrective action plan to identify the areas of non-compliance as well as the measures for corrective action. Depending on the degree of non-compliance, the timeline for corrective action may extend to 60 days.

The **PROVIDER** hereby signs this Agreement to be executed as of the date set forth in Paragraph 1

Signature of Director/Operator/Principal or Authorized Representative

Date

Print Name

Title

The **COALITION** hereby signs this Agreement to be executed as of the date set forth in Paragraph 1

Signature of Coalition Executive Director or Authorized Representative

Date

Print Name

Title



Child Care Provider _____

HOLIDAY SCHEDULE FY 2006-07

No more than twelve (12) holidays from the following list of Coalition approved holidays are reimbursable. Please indicate only the days your program will be CLOSED. If the actual date falls on a weekend please specify the actual date you will be closed.

1. Fourth (4th) of July: _____
2. Labor Day: _____
3. Rosh Hashanah: _____
4. Yom Kippur: _____
5. Columbus Day: _____
6. Veteran's Day: _____
7. Thanksgiving Day: _____
8. Day after Thanksgiving: _____
9. Christmas Eve: _____
10. Christmas Day/Hanukkah: _____
11. New Year's Eve: _____
12. New Years Day: _____
13. Martin Luther King's Birthday: _____
14. Washington's Birthday: _____
15. President's Day: _____
16. Good Friday: _____
17. Memorial Day: _____
18. Other (please specify) _____

Child Care Provider/Facility _____

Signature: _____ Date _____



RATE VERIFICATION FORM



Facility Name: _____ **Telephone:** _____

Address: _____

City, ZIP: _____

Name & Title of Contact Person: _____

Type of Facility: Licensed Child Care Facility: <input type="checkbox"/> Religious Exempt Child Care Facility: <input type="checkbox"/> Licensed Family Child Care Home: <input type="checkbox"/> Registered Family Day Care Home: <input type="checkbox"/>	Public School Program: <input type="checkbox"/> Non-Public School program: <input type="checkbox"/> Informal Provider: <input type="checkbox"/> Summer Camp Only: <input type="checkbox"/>
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Phone: _____ **Program Days:** S M T W Th F S **Hours:** _____

	Weekly 5 full days	Daily FT 6 hrs. up to 11 hrs.	Daily PT 3 hrs. up to 6 hrs.	Daily PT Lite Less than 3 hrs.	FT/PT Extended day 11 hrs. up to 16 hrs.	FT/FT Extended Day 16 hrs. to 20 hrs.	PTBA B&A School Combined 3 hrs. up to 6 hrs.
Infant 12 mos. or less							
Toddler 12 mos. – 24 mos.							
2 year old 24 mos. – 36 mos.							
3 year old 36 mos. – 48 mos.							
4 year old 48 mos. – 60 mos.							
5 year old 60 mos. – 72 mos.							
School Age							
SA Summer & Vacations							

Is your program accredited? Yes No If so, please attach copies of your certifications.

Do you give a sibling discount? Yes No Amount given: \$ _____ Per Child or Per Family

Do you charge a registration fee? Yes No Amount charged: \$ _____ Per Child, Per Family

Do you charge a supply fee? Yes No Amount charged: \$ _____ Per Child or Per Family

Is it a one time fee or an annual fee? Once Annual

Do you charge a late pick-up fee? Yes No Amount: \$ _____ per _____ (min. day, wk)

Do you charge a late payment fee? Yes No Amount: \$ _____ per _____ (day, wk, mo, yr)

If you have any other fees, please list them here: _____

Rate Effective: ____ / ____ / ____ **Signature and Title:** _____

These rates become effective the first day of the month following receipt of this form.

Request for Taxpayer Identification Number and Certification

**Give form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. *If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.*

Social security number								
or								
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note. *If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.*

For federal tax purposes you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or

- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments (after December 31, 2002). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 4 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line. Check the appropriate box for your filing status (sole proprietor, corporation, etc.), then check the box for "Other" and enter "LLC" in the space provided.

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

Note. You are requested to check the appropriate box for your status (individual/sole proprietor, corporation, etc.).

Exempt From Backup Withholding

If you are exempt, enter your name as described above and check the appropriate box for your status, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

Exempt payees. Backup withholding is not required on any payments made to the following payees:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
2. The United States or any of its agencies or instrumentalities,
3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
5. An international organization or any of its agencies or instrumentalities.

Other payees that may be exempt from backup withholding include:

6. A corporation,

- 7. A foreign central bank of issue,
- 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
- 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
- 10. A real estate investment trust,
- 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
- 12. A common trust fund operated by a bank under section 584(a),
- 13. A financial institution,
- 14. A middleman known in the investment community as a nominee or custodian, or
- 15. A trust exempt from tax under section 664 or described in section 4947.

The chart below shows types of payments that may be exempt from backup withholding. The chart applies to the exempt recipients listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt recipients except for 9
Broker transactions	Exempt recipients 1 through 13. Also, a person registered under the Investment Advisers Act of 1940 who regularly acts as a broker
Barter exchange transactions and patronage dividends	Exempt recipients 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt recipients 1 through 7 ²

¹See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation (including gross proceeds paid to an attorney under section 6045(f), even if the attorney is a corporation) and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees; and payments for services paid by a Federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-owner LLC that is disregarded as an entity separate from its owner (see *Limited liability company (LLC)* on page 2), enter your SSN (or EIN, if you have one). If the LLC is a corporation, partnership, etc., enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.socialsecurity.gov/online/ss-5.pdf. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses/ and clicking on Employer ID Numbers under Related Topics. You can get Forms W-7 and SS-4 from the IRS by visiting www.irs.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see *Exempt From Backup Withholding* on page 2.

Signature requirements. Complete the certification as indicated in 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or single-owner LLC	The owner ³
For this type of account:	Give name and EIN of:
6. Sole proprietorship or single-owner LLC	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate or LLC electing corporate status on Form 8832	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership or multi-member LLC	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or "DBA" name on the second name line. You may use either your SSN or EIN (if you have one). If you are a sole proprietor, IRS encourages you to use your SSN.

⁴ List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA, or Archer MSA or HSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 28% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

SIGN-IN/ SIGN-OUT

Date	Child' s Name	Arrival Time	Parent/Person Responsible	Departure Time	Parent/Person Responsible

ATTENDANCE POLICY

Funds for child care are based on enrollment and attendance. It is, therefore, necessary for us to maintain a strict attendance policy.

Reimbursement for Absences: Providers can be reimbursed for no more than a total of three (3) absences (shown as E's on your attendance sheets) per calendar month per child, except in the event of extraordinary circumstances, in which case the Executive Director of Child Care of Southwest Florida, Inc. or designee shall provide written approval for payment for up to an additional seven (7) days. Total monthly reimbursed absences shall not exceed ten (10) calendar days. **If a child is absent for five (5) consecutive days and the provider has no contact from the parent, providers should notify CCSWFL.**

Attendance Codes:

- X** = a day a child is enrolled and present.
- E** = days 1-3 of absence that does not require documentation.
- A** = days 4-10 of absence for which documentation is available.
A "Documentation of Absence" form is required and is subject to approval.
- N** = days 4-10 of absence for which **no** documentation is available or days that are otherwise **not reimbursable** (11th day of absence and beyond during any one calendar month).
- H** = one of the approved holidays qualifying for reimbursement.
- T** = caregiver has been notified that the child will not return to care or parent has been terminated from the school readiness program due to ineligibility.

REIMBURSEMENT WILL BE MADE FOR A TOTAL OF THREE ABSENCES DURING A CALENDAR MONTH FOR EACH CHILD WITH NO DOCUMENTATION REQUIRED.

- 1) Should a child's absence be excused, an entry of "E" for each day should be made on the daily attendance and enrollment sheet.
- 2) Should a provider decide to "hold" a slot for a child due to a prolonged illness or particular family problem beyond the allowable number of days, these days must be claimed as "N", not reimbursable.
- 3) Approved holidays do not affect absences and are not counted when tabulating absences.
- 4) On the daily enrollment/attendance sheet, enter "H" for only those children who were actually enrolled in the program preceding the holiday. If the day prior to a holiday is marked with "N" or "T", the holiday cannot be claimed for reimbursement.
- 5) If a child's attendance for the month ends on "N's" (not reimbursable days), the child must remain on "N's" into the next month until they return with an "X".

Providers Caring For At-Risk Children

When an at-risk child has an unexcused absence or seven consecutive days of excused absences, the school readiness provider shall notify the Child Welfare Case Manager. The Rilya Wilson Act establishes these reporting requirements for children 3 to 5 years old. This rule shall apply to all children of any age in a school readiness program.



DOCUMENTATION OF ABSENCE

Child's Name: _____

Caregiver's Name: _____

Reimbursement Period: Month _____ Year _____

Directions for Reimbursement

Payment may be made for a total of three (3) absences during a calendar month for each child. These absences should be coded "E" for absence which is reimbursable and does not require any documentation.

On rare occasions, there may be an extraordinary circumstance requiring a child to be absent more than three days. In those situations, the coalition may approve payment for up to seven (7) additional days. Examples of "extraordinary circumstances" include:

- Child's illness or hospitalization
- Court ordered visitation
- Other conditions of a critical or unusual nature that would prevent a child from attending.

(In order to qualify for this additional reimbursement, documented proof of the child's extraordinary circumstance must be submitted. Such evidence includes statements from physicians, copies of court order, etc. CCSWFL reserves the right to request additional supporting documentation as needed)

This form must be submitted and approved by CCSWFL Executive Director or Social Services Director before the last day of the service month and prior to submitting attendance records for reimbursement. It may be faxed, mailed or hand carried to the CCSWFL office for approval prior to the last day of the service month. Should a child's absence be excused, an entry of "A" for each day should be made on the daily Enrollment/Attendance Verification form.

{Note: When an "At Risk" child (as noted in the BG1 Attendance Roster) has an unexcused absence or seven (7) consecutive days of excused absences, caregivers are required to immediately contact the appropriate Child Welfare Case Manager.}

Date of Absence	Reason for Absence	Verification (attach documentation)	CCSWFL Supervisory Approval

Parent/Guardian Signature Date

Caregiver Signature Date



FAMILY CHILD CARE SELF ASSESSMENT

Program Name		
Address		
Phone	Date	
Director	Monitor	
FAMILY CHILDCARE		
1. GOALS		
Florida School Readiness Performance Standards	YES	NO
Goals consistent with the Florida School Readiness Performance Standards	YES	NO
Written learning and developmental goals for the children	YES	NO
COMMENTS:		
2. CURRICULUM		
Name of your curriculum?		
Documentation of the research on curriculum	YES	NO
COMMENTS:		
3. CHARACTER DEVELOPMENT		
Written character development program	YES	NO
COMMENTS:		

INFANTS/TODDLER/TWO

4. ACTIVITY PLANS

Children	Staff	POSTED	YES	NO
		INDIVIDUALIZED	YES	NO

5. DAILY SCHEDULES/MATERIALS

	POSTED	YES	NO
	INDIVIDUALIZED	YES	NO

Language and Literacy (pictures, books and conversation.)
Music and song
Floor time with teacher and toys/materials
Sensory Experiences
Outside time
Greeting routines at arrival/departure
Reading to children individually or in small groups
Sensory/process oriented art activities

Gross Motor Activities
Exploratory Time
Diapering as needed
Feeding on demand
Napping as needed

COMMENTS:

PRESCHOOL (3s and 4s)

4. ACTIVITY PLANS

Children	Staff	POSTED	YES	NO
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5. DAILY SCHEDULES/MATERIALS

	POSTED	YES	NO
--	--------	-----	----

One hour of free choice with the following options available between 9am and noon:

<u>Blocks</u>	<u>Library</u>	<u>Writing</u>
<u>Art Materials</u>	<u>Dramatic Play</u>	<u>Music</u>
<u>Manipulative/Table Toys</u>	<u>Lunch, Nap</u>	
<u>Discovery</u>	<u>Sensory/Motor Area (sand, water, rice, etc.)</u>	

Time for teacher-directed activities is appropriate for the age and interest of the children
A 10-15 minute reading/literacy time scheduled three times during the day
Movement and music time scheduled
Outside time scheduled for ½ hour, twice a day (weather permitting)

COMMENTS:

6. Hearing and vision screening scheduled	YES	NO
--	------------	-----------

7.SCREENING AND ASSESSMENT		
AGES AND STAGES up to date	YES	NO
CREATIVE CURRICULUM up to date	YES	NO
COMMENTS:		

8. FAMILY INVOLVEMENT		
A written family involvement plan	YES	NO
An open door policy for families	YES	NO
A program specific parent policy book	YES	NO
The monthly <u>Little Resource Family Page</u> and nutrition information available to all families	YES	NO
Schedule Parent Conferences annually	YES	NO
Make parents aware of the screening and assessment process and offer opportunities to discuss results	YES	NO
Reflect the beliefs and heritage of the children and families	YES	NO

COMMENTS:		

9. HEALTH AND SAFETY -

*For discussion with Licensed FCCH**

**Registered family child care homes have separate health and safety checklist*

Food is nutritious and age-appropriate

Allergies and special diets list

Recent Licensing visit

Professional Development Needs

Training needs/ideas

COMMENTS:

10. SOCIAL AND EMOTIONAL

A written positive guidance (discipline) policy **YES** **NO**

OBSERVATION: (WARM AND RESPONSIVE INTERACTIONS DURING THE WHOLE DAY)

11. COMMUNITY PARTNERSHIP

A current list of community resources **YES** **NO**

COMMENTS:

12. ADMINISTRATION

Sign in/out sheets are accurate **YES** **NO**

Adult signs individually for each child in the family **YES** **NO**

13 WISH LIST

COMMENTS:

Operator's Signature _____

Monitor's Signature _____

Date _____



**PROVIDER SELF ASSESSMENT
CHILD CARE CENTER MONITORING RECORD FOR 0 TO 5 Years**

Program Name			
Address			
Phone		Date	
Director		Monitor	
Number of:		Program type and licensing information	
Infant Rooms Toddler Rooms	Two Rooms Preschool Rooms		
1. GOALS			
Florida School Readiness Performance Standards		YES	NO
Standards		YES	NO
Written learning and developmental goals for the children		YES	NO
COMMENTS:			
2. CURRICULUM			
Name of your curriculum?			
Documentation of the research on curriculum		YES	NO
COMMENTS:			
3. CHARACTER DEVELOPMENT			
Written character development program		YES	NO
COMMENTS:			

INFANTS (0-12 months)

4. ACTIVITY PLANS

Children Staff

POSTED
INDIVIDUALIZED

YES **NO**
YES **NO**

5. DAILY SCHEDULES/MATERIALS

POSTED
INDIVIDUALIZED

YES **NO**
YES **NO**

Language and Literacy (pictures, books and conversation.)

Music and song

Floor time with teacher and toys/materials

Sensory Experiences

Outside time

Greeting routines at arrival/departure

Reading to children individually or in small groups

Gross Motor Activities

Napping as needed

Diapering as needed

Feeding on demand

COMMENTS:

INFANTS (0-12 months)

4. ACTIVITY PLANS

Children Staff

POSTED
INDIVIDUALIZED

YES **NO**
YES **NO**

5. DAILY SCHEDULES/MATERIALS

POSTED
INDIVIDUALIZED

YES **NO**
YES **NO**

Language and Literacy (pictures, books and conversation.)

Music and song

Floor time with teacher and toys/materials

Sensory Experiences

Outside time

Greeting routines at arrival/departure

Reading to children individually or in small groups

Gross Motor Activities

Napping as needed

Diapering as needed

Feeding on demand

COMMENTS:

TODDLERS

4. ACTIVITY PLANS

Children	Staff	POSTED	YES	NO
----------	-------	--------	------------	-----------

5. DAILY SCHEDULES/MATERIALS

	POSTED	YES	NO
Language and Literacy (pictures, books and conversation.)			
Music, song and movement			
Sensory experiences			
Greeting routines at arrival/departure			
Lunch, Nap			
Sensory/process oriented art activities			
Reading to children individually or in small groups			
	Motor Experiences		
	Exploratory time		
	Imitating/pretend time		
	Outside time		

COMMENTS:

TWO

4. ACTIVITY PLANS

Children	Staff	POSTED	YES	NO
----------	-------	--------	------------	-----------

5. DAILY SCHEDULES/MATERIALS

	POSTED	YES	NO
Language and Literacy (pictures, books and conversation.)			
Music, song and movement			
Sensory experiences			
Greeting routines at arrival/departure			
Lunch, Nap			
Sensory/process oriented art activities			
Reading to children individually or in small groups			
	Motor Experiences		
	Exploratory time		
	Imitating/pretend time		
	Outside time		

COMMENTS:

PRESCHOOL (3s and 4s)

4. ACTIVITY PLANS

Children	Staff	POSTED	YES	NO
----------	-------	--------	-----	----

5. DAILY SCHEDULES/MATERIALS

POSTED	YES	NO
--------	-----	----

One hour of free choice with the following options available between 9am and noon:

<u>Blocks</u>	<u>Library</u>	<u>Writing</u>
<u>Art Materials</u>	<u>Dramatic Play</u>	<u>Music</u>
<u>Manipulative/Table Toys</u>	<u>Lunch, Nap</u>	
<u>Discovery</u>	<u>Sensory/Motor Area (sand, water, rice, etc.)</u>	

Time for teacher-directed activities is appropriate for the age and interest of the children

A 10-15 minute reading/literacy time scheduled three times during the day

Movement and music time scheduled

Outside time scheduled for ½ hour, twice a day (weather permitting)

COMMENTS:

PRESCHOOL (3s and 4s)

4. ACTIVITY PLANS

Children	Staff	POSTED	YES	NO
----------	-------	--------	-----	----

5. DAILY SCHEDULES/MATERIALS

POSTED	YES	NO
--------	-----	----

One hour of free choice with the following options available between 9am and noon:

<u>Blocks</u>	<u>Library</u>	<u>Writing</u>
<u>Art Materials</u>	<u>Dramatic Play</u>	<u>Music</u>
<u>Manipulative/Table Toys</u>	<u>Lunch, Nap</u>	
<u>Discovery</u>	<u>Sensory/Motor Area (sand, water, rice, etc.)</u>	

The time for teacher directed activities is appropriate for age and interest of children.

A 10-15 minute reading/literacy time scheduled three times during the day

Movement and music time scheduled

Outside time scheduled for ½ hour, twice a day (weather permitting)

COMMENTS:

6. HEARING AND VISION SCREENING

YES

NO

COMMENTS:

7.SCREENING AND ASSESSMENT

AGES AND STAGES up to date

YES

NO

CREATIVE CURRICULUM up to date

YES

NO

COMMENTS:

8. FAMILY INVOLVEMENT

A written family involvement plan

YES

NO

An open door policy for families

YES

NO

A program specific parent handbook

YES

NO

information available to all families

YES

NO

Schedule annually at least one of the following:

YES

NO

Parent Workshops

Parent Conferences

Parent Meetings

and offer opportunities to discuss results

YES

NO

Reflect the beliefs and heritage of the children and families

YES

NO

COMMENTS:

9. HEALTH AND SAFETY -

**FOR DISCUSSION PURPOSES ONLY with Licensed Providers.
Exempt facilities have separate health and safety checklist.**

Food is nutritious and age-appropriate
Allergies and special diet list
Indoor/Outdoor safety checklist
Recent Licensing Visits
Training Needs
Professional Development

COMMENTS:

10. SOCIAL AND EMOTIONAL

A written positive guidance (discipline) policy **YES NO**

OBSERVATION: (WARM AND RESPONSIVE INTERACTIONS DURING THE WHOLE DAY)

11. COMMUNITY PARTNERSHIP

A current list of community resources **YES NO**

COMMENTS:

12. ADMINISTRATION

Sign in/out sheets are accurate **YES NO**
A staff handbook or written policies and procedures **YES NO**
Document of staff meetings w/ agenda and attendance **YES NO**
Annual evaluations of all staff **YES NO**
Adult signs individually for each child in the family **YES NO**

COMMENTS:

13. Wish List

Director's Signature _____
Monitor's Signature _____
Date _____



Self Assessment For School Age Programs

Program Name			
Address		County	
Phone		Date	
Director		Monitor:	
# of children attending	# of staff	LICENSED	UNLICENSED
<p>1. Social and Emotional Development</p> <p><i>Guiding Principles: Provide ways to meet the needs of children, staff and families.</i></p>			
<p>Program provides choices for children that meet their individual needs, recognizing their special interests, feelings, abilities, and cultures.</p>		YES	NO
<p>Program encourages children to choose what they do, how they do it and with whom.</p>		YES	NO
<p>Staff interact with children and youth, varying approaches to help children and youth learn to think for themselves, share problem solving skills, and use language skills through frequent conversation.</p>		YES	NO
Observations:			

2 Program Structure and Activities

Guiding Principle: Emphasize developmentally appropriate social, recreational, and educational practices.

Program has a mission statement	YES	NO
Program provides developmentally appropriate activities that reflect the mission of the program.	YES	NO
Activity plans are current, visibly posted, and are a reflection of the activities that will occur throughout the day. Staff follow the children's lead, taking advantage of those "teachable moments".	YES	NO
Program provides a daily schedule that reflects the mission of the program.	YES	NO
The schedule is posted and followed, allowing for flexibility	YES	NO
Program makes smooth transitions, from one activity to another, for groups or individuals	YES	NO
Program provides a sufficient number of materials assessable and in good repair	YES	NO

Comments:

3. Indoor/Outdoor Environment

Guiding Principle: Provide developmentally appropriate indoor and outdoor environments.

Program provides sufficient indoor space that meets the needs of the children and youth in the program.	YES	NO
Program has sufficient outdoor space that meets the needs of the children and youth in the program.	YES	NO
Program provides a sufficient amount of age appropriate indoor materials to support individual, group and/or play areas.	YES	NO
Program provides a sufficient amount of age appropriate outdoor equipment to support individual, group and/or play areas.	YES	NO

Comments:

4. Health, Safety and Nutrition

For Discussion only

Guiding Principle: Provide a developmentally appropriate environment that protects and enhances safety, health, and nutrition for children.

Nutrition - meals and snacks

Indoor and outdoor safety hazards.

Professional Development

Training Needs

Comments:**5. Staff***Guiding Principal: Provide qualified staff focused on the needs of children, staff and families.*

A staff handbook is available to all staff members and a parent handbook that is reviewed during new staff orientations.

YES**NO**

There is documentation of monthly staff meetings with an agenda and documented staff attendance.

YES**NO**

Staff receive and annual written evaluation that is signed and dated.

YES**NO**

The program provides opportunities for input from staff, children and families to plan activities consistent with the program philosophy.

YES**NO**

The program provides adequate supervision and ratios do not exceed 1 adult to 25 children.

YES**NO****Comments:**

6. Family Involvement*Guiding Principal: Provide opportunities for family involvement and public/private partnerships..*

Program has a written family involvement plan.	YES	NO
--	------------	-----------

Program provides families with a copy of the parent handbook.	YES	NO
---	------------	-----------

Program encourages parents to become involved through volunteering, visiting, and observing the program.	YES	NO
--	------------	-----------

Program information is available to parents through a newsletter, notes, or bulletin boards to communicate information to parents.	YES	NO
--	------------	-----------

There is a current list of community resources to help families in need.	YES	NO
--	------------	-----------

Comments:**7. Administration***Guiding Principal: Provide Children and families benefit from a well-administrated program.*

Program maintains daily sign-in/sign out sheets that are accurate, indicating a child has been dropped off and/or picked up by a parent, guardian or designee.	YES	NO
--	------------	-----------

Authorized adult signs individually for each child in the family.	YES	NO
---	------------	-----------

Comments:**8. Wish List**

 Director's Signature

 Date

IMPORTANT CONTACTS

For Lee, Hendry and Glades Counties:

Child Care of Southwest Florida
Eligibility: 239-278-1002
Resource and Referral: 239-278-4114
(1-888-290-4114) (Fax: 239-278-3031)
Labelle House 863-675-8383

Website: www.CCSWFL.org

Collier County

Child Care of Southwest
Eligibility and Resource and Referral:
Naples: 239-643-3908
Fax: 239- 643-4906
Immokalee: 239-658-3326
Fax: 239-658-3353

Lee, Hendry, Collier and Glades Counties:

Child Care of Southwest Florida
Education Dept: 239-278-0160
USDA Food Program: 239-278-0160
(Fax 239-278-1603)

Early Learning Coalition of SWF
239-267-4105 - Administration
239-267-4109 (Fax)
239-267-0324 – Health and Program
239-267-4313 (Fax)

Website: www.elcofswfl.org

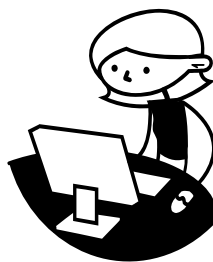
Department of Children and Families:
Child Care Licensing: 239-338-1341
Economic Services: 239-936-5000

Children's Network of Southwest Florida
239-226-1524

Child Care Training Information Center
1-888-352-2842 (1-888-FL-CCTIC)

Child Care Credential Unit
1-866-320-9710

Competency Exam Scheduling Center
1-888-375 3926



Helpful Websites:

Child Care Licensing and Training
www.Myflorida.com/childcare

Agency for Workforce Innovations
www.floridajobs.org/earlylearning/

Florida Kidcare – total health services
www.floridakidcare.org/

Florida health insurance program for children
www.healthykids.org/

Voluntary Pre-kindergarten
www.upkflorida.org/

USDA Food Program
www.nal.usda.gov/childcare/

National Child Care Information Center
<http://nccic.acf.hhs.gov/>

Florida Children's Forum
www.fcforum.org

National Association for Education of Young Children
www.naeyc.org