

**SECTION 1 – PROVIDER INFORMATION**

**PROVIDER TYPE:**  Center  Family Child Care  Large Family Child Care  After School Program  
 (Check all that apply)  Licensed  Exempt  Faith Based  Informal Provider  
 Gold Seal / Accredited by \_\_\_\_\_ Expires: \_\_\_\_\_  
 Existing Child Care Executive Partnership (CCEP) Participant

**Name of Provider (DBA):** \_\_\_\_\_  
**Provider Site Address:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_ (landline) **Fax Number:** \_\_\_\_\_  
**Alternative Number:** \_\_\_\_\_ **EIN or SS#:** \_\_\_\_\_  
**Owner's Name:** \_\_\_\_\_ **Director's Name:** \_\_\_\_\_  
**Corporation:** \_\_\_\_\_ **Email:** \_\_\_\_\_  
 Do you have Internet access?  Yes  No

**SECTION 2 – WEEKLY RATES**

Categories of Care	Full-Time Weekly Rate	Full-Time Sibling Rate	Part-Time Weekly Rate	Part-Time Sibling Rate
	Full Time: 6 to 11 hours Per Day		Part Time: Less than 6 hours Per Day	
Infants 0 to < 12 Months	\$	\$	\$	\$
Toddler 12 to < 24 Months	\$	\$	\$	\$
Two Year Old 24 to < 36 Months	\$	\$	\$	\$
Preschool 3 36 to < 48 Months	\$	\$	\$	\$
Preschool 4 48 to < 60 Months	\$	\$	\$	\$
Preschool 5 60 to < 72 Months (Not in School)	\$	\$	\$	\$
School Age	\$	\$	\$	\$

**Ages Served:** From (minimum age) \_\_\_\_\_ to (maximum age) \_\_\_\_\_  
**Hours of Operation:** Open from: \_\_\_\_\_ AM to: \_\_\_\_\_ PM  
**Days of Operation:** (Check appropriate box)  
 Monday – Friday (5 Days per Week)  Night Care  
 Monday – Saturday (6 Days per Week)  24 Hour Child Care  
 Monday – Sunday (7 Days per Week)  Drop In  Other \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*The child care rate will become effective the date the Service Agreement is executed, as long as this date is on or after July 1, 2012. Submitting a Service Agreement Renewal Packet does not constitute an executed contract.

**SECTION 3 – HOLIDAYS AGREEMENT FORM**

Name of Provider (DBA): \_\_\_\_\_

Provider shall be reimbursed up to 12 recognized holidays during the fiscal year, **July 1, 2012 – June 30, 2013.**

You may observe up to 12 reimbursable holidays, which are designated in a local municipality, county, local government or by the child care providers' board (federal or non- federal holidays) per fiscal year. **All holidays must fall within July 1, 2012 – June 30, 2013.**

**DATES MAY NOT BE ADDED OR CHANGED ONCE THE SERVICE AGREEMENT IS EXECUTED BY THE PROVIDER.**

Please list 12 reimbursable holidays.  
List dates, not holiday names.

- ➔
- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

LISTED BELOW ARE SOME SUGGESTIONS FOR HOLIDAYS THAT MAY BE USED

Please be aware that when a holiday falls on a Saturday, Friday will be considered the holiday date. When a holiday falls on a Sunday, Monday will be considered the holiday date. Providers that are open on the weekends may select the actual holiday date as a floater.

**Federal Holidays**

- |                   |                  |
|-------------------|------------------|
| July 4, 2012      | Independence Day |
| September 3, 2012 | Labor Day        |
| November 12, 2012 | Veteran's Day    |
| November 22, 2012 | Thanksgiving Day |
| December 25, 2012 | Christmas Day    |
| January 1, 2013   | New Year's Day   |
| May 27, 2013      | Memorial Day     |

**Floater Holidays**

- |                    |                                 |
|--------------------|---------------------------------|
| September 26, 2012 | Yom Kippur Day                  |
| November 23, 2012  | Date after Thanksgiving Day     |
| December 10, 2012  | 2 <sup>nd</sup> Day of Hanukkah |
| December 26, 2012  | Date after Christmas Day        |
| January 21, 2013   | Martin Luther King Day          |
| February 18, 2013  | Presidents' Day                 |
| March 29, 2013     | Good Friday                     |

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

FORM I - SCHOOL READINESS SIGNATURE AUTHORIZATION FORM

Name of Provider (DBA): \_\_\_\_\_

It must be indicated on this form **who is authorized** to sign contractual and financial documents on behalf of the child care center in order to facilitate this application. This form **must be signed** by the owner, or chief executive, or corporate officer, granting permission to the director of the program to execute the service agreement contract.

1. Please indicate below who is completing this form

Title:  Owner     Director     Board of Director Member

Full Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If Board Member, please indicate title/role: \_\_\_\_\_

2. Please check one of the following for Authorization:

I **am** authorized to sign all School Readiness documents for the child care center listed on this application:

Full Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I **have** authorized: \_\_\_\_\_  
(Full Name and Title)

to sign all School Readiness documents for the child care center listed on this application.

Authorizing Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Please select type of business:  Privately Owned     Not-for-profit     Faith based

4. Please indicate any and all other child care centers that you (the individual filling out this form) are affiliated with in South Florida. List the center name and your affiliation:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_

FORM II - CHILD CARE EXECUTIVE PARTNERSHIP (CCEP) PARTICIPATION



The Child Care Executive Partnership was created by the Florida Legislature as a mechanism for employers to assist their employees with the cost of child care.

Child care owners/directors who participate in CCEP make a financial commitment to split child care costs with the state purchasing pool to assist their qualified employees

**In 2011-2012, over 180 Broward child care sites participated in CCEP and assisted families of 400 young children afford quality child care.**

When you offer child care assistance to your employee(s), it can:

- Increase employee recruitment and retention
- Improve employee productivity and morale
- Decrease employee turnover
- Reduce your employee tardiness and absenteeism rates

*CCEP is open to all child care owners/directors; however, employees must meet school readiness income-eligibility guidelines in order to participate/receive CCEP benefits for their child/children.*

**If you would like more information on CCEP, or to renew your CCEP commitment, please indicate below:**

Yes, I am interested in signing up for CCEP for the fiscal year July 1, 2012-June 30, 2013

Name of Provider (DBA): \_\_\_\_\_

Contact Person (Owner or Director): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Please check here if you are renewing your participation in CCEP

No, I am not interested in CCEP

**Questions?**

Email: [BrowardCCEP@familycentral.org](mailto:BrowardCCEP@familycentral.org)

FORM III - NOTIFICATION OF NONCOMPLIANCE AND ENFORCEMENT ACTIONS

The policy of Family Central, Inc. (FCI) is to acknowledge its ongoing responsibility to enforce Federal, State, and local laws, rules, regulations, and policies pertaining for the School Readiness (SR) program including those guidelines pertaining to childcare providers as outlined in the SR Service Agreement as authorized and contracted by the Early Learning Coalition of Broward County, Inc. (Coalition).

Noncompliance with Federal, State, local laws, rules and regulations and/or terms outlined in the School Readiness Agreement may lead to a corrective action plan and enforcement actions taken by FCI.

As authorized by the Coalition, these possible enforcement actions may include but are not limited to all or a combination of the following: (1) Withholding funds; (2) Freezing new enrollments; (3) Notifying parents of non-compliance; (4) Discontinuation of funding and transfer of SR funded enrolled children; and/or (5) Ineligibility to continue to participate in the SR Program for a period of time as determined by which may include an indefinite period of time.

This FCI form serves as a reminder that FCI implements enforcement actions for child care facilities found to be noncompliant with federal, state, local laws, rules, and regulations including terms of the service agreement.

By signing below, you are acknowledging reading and understanding that FCI implements enforcement actions for child care facilities who participate in the School Readiness program who do not comply with federal, state, local laws, rules, regulations and/or terms of the service agreement.

Name of Provider (DBA): \_\_\_\_\_

Physical Site Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FINAL CHECKLIST AND REMINDERS

Please note: This renewal data sheet shall only be completed by owner, CEO or Director only; and the Name and Corporation must match child care license. No exceptions

**In order to develop your 2012-2013 Service Agreement, the following documentation must be returned to FCI:**

- Service Agreement Renewal Data Sheet
- Holiday Agreement Form
- Form I: School Readiness Signature Authorization Form. This form **must be signed** by the owner, or chief executive, or corporate officer, granting permission to the director of the program to execute the service agreement contract.
- Form II: Child Care Executive Partnership Participation (CCEP) Form
- Form III: Notification of Noncompliance and Enforcement Actions
- A copy of your Public Rate Sheet (Brochure). Your Rate Sheet (Brochure) must identify all age groups with full & part time rates. Public Rates will be used to negotiate fixed rates per category of care. **Your rates listed on page 1 must match the Public Rate Sheet.**
- A valid copy of your Local County Child Care License. If licensed Exempt, provide documentation of this status, please note on document "Exempt Certificate".  
**Select One:**
  - Standard License
  - Standard Exempt Status, if you are exempt from your County Child Care licensing (before & after school programs are required)
  - Religious Exempt Status (must turn in documentation supporting religious exempt status)
- Certificate of Insurance: All providers are required to have liability insurance, and in addition, they must add **Family Central, Inc.** and the **Early Learning Coalition of Broward County, Inc.**, as additional insured.
- Accreditation Certificate: (A.P.P.L.E., N.A.E.Y.C., N.A.F.C.C., etc.) and the Department of Children & Families Gold Seal Certificate; both certificates must be presented in order to approve a Gold Seal Rate (if applicable). If **both certificates are not provided, gold seal rates will not be applied to the contract.** The Gold Seal certificate must reflect the same dates as the accreditation certificate. The name on certificate must match name of center. If the center is under new ownership, it is the new owner's responsibility to submit a copy of application of change to FCI (this is the form sent to the accrediting agency). Provider must immediately submit a copy of the updated certificate with the new name to FCI. Provider will not be paid the gold seal rate if proper documentation is not submitted to FCI in a timely manner. **Provider's Accreditation cannot be transferred.**

**IMPORTANT REMINDERS**

Please place an **X** in each box indicating responsibilities have been read and understood:

- Attendance: Provider will be liable for prosecution under State law for fraudulently misrepresenting a child's attendance on the attendance and sign-in / sign-out sheets. Family Central, Inc. will follow approved procedures to reclaim those funds.
- Expired Documentation: The provider is responsible for submitting all updated documentation to the Service Agreement Unit. If the child care license, accreditation and gold seal, liability insurance and religious exemption certificate was just updated, please submit your documentation to the following faxes: (954)724-3936 or (954) 724-4617. **Failure to submit your documentation on time to the Service Agreement Unit may result in non-payment of your child care reimbursement check.**
- For any changes in Federal ID and Direct Deposits, contact FCI Service Agreement staff at (954) 724-3936 or (954) 724-4617.

**ONCE ALL BOXES HAVE BEEN CHECKED YOU ARE READY TO SUBMIT!  
PLEASE SEE NEXT PAGE FOR SPECIFIC INSTRUCTIONS.**

**YOU HAVE A CHOICE IN HOW YOU SUBMIT YOUR RENEWAL:**

**Option 1:** Submit entire Renewal Packet (including licensing, accreditation, etc., documents) via email: [ServiceAgreements@FamilyCentral.org](mailto:ServiceAgreements@FamilyCentral.org);

**Option 2:** Fax the entire Renewal Packet (including documents) to **954-724-3936** or **(954) 724-4617**

**Option 3:** Hand-deliver, or mail, entire Renewal Packet (including documents) to:  
Family Central, Inc. EDE Dept – Service Agreement Unit 840 SW 81<sup>st</sup> Ave, North Lauderdale, FL 33068

**INCOMPLETE PACKETS WILL NOT BE ACCEPTED OR PROCESSED.**