

School Readiness Contract Requirements

- [Active License with DCF childcare licensing](#)
- [Required DCF Training \(Director's Credential, 45 Hrs., Early Literacy, etc.\)](#)
- School Readiness Health and Safety Training Requirements
 - All SR personnel who completed DCF training or Early Learning Florida (ELFL) health and safety modules must take these two new courses by **June 30, 2024**:
 - Safety in the School Readiness Program (5 hours)
 - Health and Nutrition in the School Readiness Program (4 hours)
 - * *You can use these courses towards the annual in-service training requirement.*
 - Formal Education/Competency Exam Exemption Will require SR personnel to complete preservice training.
- [ASQ's completed for all School Readiness children](#)
- [Reporting absences and submitting monthly attendance Sign In and Sign Out sheet \(SISO\)](#)
 - Log On (elchc.org)
- Keeping all required documents current and up to date in the provider portal. *List of documents that **may** apply:*
 - *Gold Seal Cert.*
 - *Accreditation Cert.*
 - *License*
 - *Pay Rate sheet*
 - *E-verify*
 - *W9*
 - *Liability Insurance (w/ELCHC listed as additional insured)*
 - *Unemployment Insurance*
 - *Workers Comp Insurance*
 - *Auto Insurance*
 - *Sunbiz/Fictitious Name*
- [Remaining in compliance with all health and safety standards](#)
- Complying with all monitoring requirements/CLASS Observations (allowing ELCHC staff in your center upon arrival)
- Reporting changes in the portal within 14 days (director changes, etc.)
- Reporting site closures/ownership changes (30 days in advance)
- Keep all SR documents for up to 5 years (SISO, payment certificates, receipts, etc.)