



ELCHC School Readiness Contract Requirements | Rev. 9.8.26

Providers contracting with the Early Learning Coalition of Hillsborough County (ELCHC) for School Readiness services are responsible for meeting and maintaining the following requirements.

Licensing, Orientation & Staff Requirements

☐ Maintain an active childcare license with the Florida Department of Children and Families (DCF) Child Care Licensing.

Florida DCF Child Care Licensing

☐ Complete the required School Readiness Orientation.

School Readiness Orientation

☐ Ensure all staff have current and eligible background screenings through the Clearinghouse. Background screenings must not be expired.

☐ Ensure staff complete all required DCF training and credentials, as applicable to their position, including:

- Director's Credential
- 45-Hour Child Care Training
- Early Literacy Training
- Other required DCF training

Florida Early Childhood Professional Development Registry

☐ Complete all required School Readiness Health and Safety Training.



School Readiness Child & Attendance Requirements

- ☐ Complete required Ages and Stages Questionnaires (ASQ) for School Readiness children, as applicable. [ASQ-Manual-6.4.25.pdf](#)
- ☐ Accurately maintain School Readiness attendance records.
- ☐ Report required child absences.
- ☐ Complete and submit monthly Sign-In/Sign-Out (SISO) attendance documentation.

SISO Forms and Provider Resources

Upload SISO documentation here:

[ELCHC Provider Portal](#)

Provider Portal Documentation

- ☐ Keep all required provider documents current and up to date in the ELCHC Provider Portal.

Documents that may apply include:

- Gold Seal Certificate
- Accreditation Certificate
- Child Care License
- Pay Rate Sheet
- E-Verify Documentation
- W-9
- Liability Insurance with ELCHC listed as an additional insured
- Unemployment Insurance
- Workers' Compensation Insurance
- Auto Insurance

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- Sunbiz/Fictitious Name Documentation

Required documents may vary depending on the provider's program, business structure, and services offered.

Health & Safety Compliance

- ☐ Remain in compliance with all applicable School Readiness health and safety standards.

[School Readiness Facility Handbook](#)

Monitoring & CLASS Observations

- ☐ Comply with all required ELCHC monitoring activities and CLASS observations.
- ☐ Allow authorized ELCHC staff access to the childcare center upon arrival for required monitoring, observations, and compliance activities.

Reporting Provider Changes

- ☐ Report applicable provider changes in the portal within 14 days, including changes such as:
 - Director changes
 - Contact information changes
 - Other applicable provider or program changes
- ☐ Report site closures and ownership changes at least 30 days in advance, when required.

Document Retention

- ☐ Maintain required School Readiness records for five (5) years, including, but not limited to:
 - SISO attendance records

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- Payment certificates
- Receipts
- Attendance documentation
- Other required School Readiness records

Direct Deposit / Banking Information

☐ Complete the Vendor Direct Deposit Form.

☐ Upload the completed form to the ELCHC Provider Portal Document Library under:

Banking and Finance

[Vendor Direct Deposit Form](#)

Ongoing Provider Responsibility

School Readiness providers are responsible for maintaining compliance with all applicable DCF, DEL, ELCHC, contract, health and safety, training, attendance, monitoring, and documentation requirements throughout the contract period.