



EARLY LEARNING COALITION OF MANATEE COUNTY PROVIDER AGREEMENT – SCHOOL READINESS SERVICES FISCAL YEAR 2010-2011

Name of Program _____

GENERAL ASSURANCE CERTIFICATION

The Agency for Workforce Innovation and the Early Learning Coalition of Manatee County (ELC Manatee) are mandated to provide oversight and establish policies for School Readiness (SR) programs through the Agency for Workforce Innovation (AWI) funding based on applicable Florida Statutes, Early Learning Rules, policies, and Administrative Code. The County of Manatee and ELC Manatee administer Manatee County Government funding for Early Learning and Care based on applicable County of Manatee ordinances and policies.

Early Learning Laws, including School Readiness Act (Chapter 411, F.S.)
Early Learning Rules: School Readiness (Chapter 60BB-4, F.A.C.)

Full text of the above statutes, rules and policies can be found at:
<http://www.floridajobs.org/earlylearning/IMPI.html>

Florida School Readiness Performance Standards can be found at:
http://www.floridajobs.org/earlylearning/oel_performance.html

Florida Statutes and Administrative Code Child Care Standards can be found at:
www.dcf.state.fl.us/childcare/laws.shtml

These policies apply to services provided by ELC Manatee and all other subcontractors with whom sub-contracts may be established during the course of the fiscal year, for services performed by early learning providers for SR children in their care.

This is a program that comes with mandated regulations. Please take the time to read this agreement carefully. This agreement is unique and separate from any agreements made for voluntary prekindergarten or other programs in which the provider may participate. THIS IS A SCHOOL READINESS SERVICES (SUBSIDIZED CHILD CARE SERVICES) AGREEMENT.

By signing this agreement to accept School Readiness funds through the Early Learning Coalition of Manatee County, you are acknowledging that you understand the terms of this agreement and agree to abide by these terms as stated.

THIS IS NOT A VPK CONTRACT.





EARLY LEARNING COALITION OF MANATEE COUNTY PROVIDER AGREEMENT – SCHOOL READINESS SERVICES FISCAL YEAR 2010-2011

A. Parties

This legally binding Provider Agreement (hereinafter known as “AGREEMENT”) is made and entered into this _____ day of _____, 2010 by and between Child Care Provider (Name) _____ (hereinafter known as “PROVIDER”) and the Early Learning Coalition of Manatee County, Inc. (hereinafter known as “ELC Manatee”).

B. Purpose

The purpose of this agreement is to establish a contractual relationship between ELC Manatee and the PROVIDER to prepare children for success in school by providing the highest quality early care and education for children participating in the School Readiness program.

C. Terms of this Agreement

This AGREEMENT applies to the 2010-2011 School Readiness Program year. This AGREEMENT shall begin on July 1, 2010, or on the date on which the AGREEMENT is signed by the last party, whichever occurs last, and expires on June 30, 2011 or upon completion of all of the PROVIDER’s School Readiness Programs and obligations, whichever occurs first. ELC Manatee is not obligated to pay for costs incurred by the PROVIDER before the AGREEMENT’s beginning date or after its ending date.

D. General

1. The ELC Manatee is authorized under Florida Statute s. 411.01 FS to establish policy, procedures, and standards for the delivery of the School Readiness Program. These requirements apply to all child care centers, family child care homes and school age providers who receive School Readiness funds.
2. The PROVIDER understands that this AGREEMENT does not guarantee placement of children. Children are placed in School Readiness programs based on parental choice and the availability of funding.
3. The PROVIDER understands that 45CFR98 (Code of Federal Regulations), Chapters 402.25 and 411.01016 Florida Statutes (hereinafter referred to as F.S.) and Rules 65C-22, 65C-20 and 60BB-4 of the Florida Administrative Code (hereinafter referred to as F.A.C.) set forth all requirements of the School Readiness Program. The PROVIDER understands that, by signing this AGREEMENT, he or she agrees that, as a recipient of School Readiness funding, he or she will ensure their early learning program meets the School Readiness program requirements.
4. The PROVIDER will comply with all statutory and administrative requirements for the protection of children, specifically reporting suspected child abuse or neglect or other reportable events under Chapter 39.201 F.S. by calling the ABUSE Hotline at (800) 962-2873.
5. The PROVIDER will immediately report to the ELC Manatee any unusual incidents that involve the health and safety of children or an event that would put the ELC Manatee at risk or cause a negative public reaction.
6. The PROVIDER agrees to be truthful with all information. The PROVIDER acknowledges that providing information in order to obtain benefits, payments or reimbursement to which he or she is not entitled, or to increase benefits, payments, or reimbursements, is guilty of unlawful behavior. The PROVIDER further understands that knowingly providing false information, omitting requested information, signing inaccurate attendance documents or failing to promptly report changes which would directly affect the eligibility of a School Readiness PROVIDER will result in the requirement to pay back unauthorized subsidy payments, denial of further participation in the program, and /or referral to the Manatee County Sheriff’s Office and/or Florida Department of Law Enforcement Public Assistance Fraud Division for further investigation. This information may also be shared with other public assistance programs including but not limited to the USDA Food Program. If fraud is proven, the PROVIDER may be subject to penalties and prosecution in addition to repayment of the funds in question.





EARLY LEARNING COALITION OF MANATEE COUNTY PROVIDER AGREEMENT – SCHOOL READINESS SERVICES FISCAL YEAR 2010-2011

E. Implement a comprehensive program of School Readiness services that enhance the cognitive, emotional, social, and physical development of children to achieve the performance standards and outcome measures adopted by the Agency for Workforce Innovation (Chapter 411.01 5 (c) 3 F.S.)

1. The PROVIDER shall implement a developmentally appropriate curriculum designed to enhance the age-appropriate progress of children in attaining the performance standards adopted by the Agency for Workforce Innovation.
2. The PROVIDER shall implement a character development program to develop basic values.
3. The PROVIDER will conduct an age-appropriate screening of each child’s development as determined by ELC Manatee.
4. The PROVIDER will participate and collaborate in the administration of a pretest to children when they enter the program and/or a post-test to children when they leave the program as determined and/or requested by ELC Manatee.
5. The PROVIDER will maintain an appropriate staff-to-children ratio.
6. The PROVIDER will ensure a healthy and safe environment for children in care as prescribed by the Department of Children and Families, ELC Manatee and the Environment Rating Scales.

F. Funding guidelines (CCDF 98.31) require that a PROVIDER of services funded through School Readiness give Parent unlimited access to their children whenever they are in the PROVIDER’s care, unless precluded by order of the court of a competent jurisdiction or by order of law enforcement.

G. Abide by the Reimbursement and Fiscal Policies of School Readiness Funding

1. A PROVIDER will not be eligible for reimbursement until he or she has completed the Provider Orientation process, including obtaining the signature of and acceptance by ELC Manatee of this AGREEMENT.
2. The PROVIDER is responsible for collecting the parent fee and any PROVIDER rate differential. The PROVIDER will base reimbursement requests on a part-time rate of less than six (6) hours in care and a full-time rate of at least six (6) hours of care or more, up to and including eleven (11) hours of care.
3. The PROVIDER acknowledges that reimbursement for School Readiness children cannot exceed the maximum reimbursement rate approved for the ELC Manatee or exceed the rates charged to the general public for the same services in accordance with Federal regulations (Vol.63, No. 142, Fed. Register R&R).

H. Provide Written Official Published Payment Rates and Holiday/Closing Dates Effective for the Current Year

1. ELC Manatee is responsible for determining the maximum allowable reimbursement rates for School Readiness children. Current maximum School Readiness rates for Manatee County are found in the ELC Manatee Provider Handbook.
2. PROVIDERS must complete the Rate Substantiation Form. (Attachment I) and submit their current public rates at the time of entering into this AGREEMENT.
3. PROVIDER must notify ELC Manatee in writing of any changes to public rates by submitting a revised Rate Substantiation Form (Attachment I), and supporting documentation fourteen (14) days in advance of the rate change.
4. PROVIDER may be compensated for a maximum of twelve (12) total Coalition recognized holidays, during FY 2010-2011 for state funding. Providers will not be reimbursed under county funding for any days the Provider is not providing services.
5. ELC Manatee will have sole discretion to address reimbursement issues for center closings because of acts of nature (i.e. hurricanes, tropical storms, etc.), will execute due diligence in seeking information on which to base that determination, and will make appropriate and timely reimbursement decisions as warranted by those acts of nature. ELC will follow state and county policy guidelines when making the determination.





EARLY LEARNING COALITION OF MANATEE COUNTY PROVIDER AGREEMENT – SCHOOL READINESS SERVICES FISCAL YEAR 2010-2011

I. Submit Accurate School Readiness Monthly Enrollment and Attendance Verification Forms by 5:00 PM on the Third (3rd) Calendar Day of Each Month

1. All Enrollment and Attendance Verification Forms must be properly completed using appropriate attendance codes and must be both signed and dated by the PROVIDER authorized representative. Changes to attendance sheets are permitted if changes are noted in blue or black ink and initialed by the person signing the form. (NO CORRECTION FLUID or RED INK).
2. ELC Manatee is required to monitor providers for additional documentation that supports the Enrollment and Attendance Verification form submitted by the PROVIDER. Therefore, the PROVIDER must ensure that a parent/legally responsible person signs each child in and out of the program daily, including times in and out, with full first and last name for each day the child is in attendance. PROVIDERS who use electronic methods of signing in and out of the program will ensure that the child's parent/legally responsible person is the one using the keypad, card swipe, etc. for arrival into and departure from the program. All attendance rosters and the information kept therein shall be kept confidential, except to ELC Manatee and its funders. Records that are not available during a monitoring or audit and failure to substantiate the reimbursement claim will automatically result in a questioned cost. If not resolved, a disallowed payment(s) may be deducted from any forthcoming reimbursement payments.
3. PROVIDER may be paid up to three (3) undocumented absences per month. A PROVIDER may be eligible for reimbursement for up to an additional seven (7) absences if the absences meet the criteria of "extraordinary circumstances" allowed by ELC Manatee policy. To qualify for reimbursement, "extraordinary circumstances" absences must be supported by adequate written documentation in accordance with AWI-OEL guidelines and ELC Manatee policy. Other time frames may be determined on a case-by-case basis in accordance with AWI-OEL guidelines and ELC Manatee policy.
4. Enrollment and Attendance Verification forms that are submitted later than 5:00 PM on the third (3rd) calendar day of the month, or which are improperly completed may result in delayed payment(s) to the PROVIDER.
5. Requests for payments older than thirty (30) calendar days may not be paid. Reimbursement reconciliations for June of the previous fiscal year must be submitted by July 31st.
6. ELC Manatee cannot hold parents responsible for parent fees that are more than thirty (30) days in arrears. ELC Manatee cannot deny transfers to recipients of School Readiness services for any amounts owed other than thirty (30) days worth of assessed parent fees. ELC Manatee cannot be held responsible for enforcing any other payment owed to the PROVIDER. ELC staff must have verification of a zero balance and/or satisfactory payment arrangement with the former PROVIDER to affect a child transfer to a new PROVIDER, agreed to and/or signed by the former PROVIDER. This does not apply to children in protective services.
7. The Coalition to make PROVIDER payments by the 15th of the month either by direct deposit to the PROVIDER'S financial institution or by a check mailed to the PROVIDER, unless delayed by unforeseen circumstances. If the 15th falls on a weekend the payment will be made on the closest business day (i.e. – Saturday the 15th will be reimbursed on Friday and Sunday the 15th will be reimbursed on Monday.)
8. The PROVIDER must return any overpayments. The amount of the overpayment will be deducted by ELC Manatee following the discovery of the overpayment or if no reimbursements are due, the overpayments must be returned to ELC Manatee within 30 days of notification that an overpayment exists. ELC Manatee will use any and all means necessary to recoup any overpayment.
9. The PROVIDER will adhere to all the requirements to complete, maintain, submit and document enrollment and attendance in accordance with the latest version of ELC Manatee Provider Payment Manual, hereby incorporated by reference and found at www.elc-manatee.org

J. Legally Operate Business that meets Chapter 402 F.S. DCF Child Care Standards

1. Meet Chapter 402, F.S. requirements (including all applicable DCF licensing or registration standards), to include health and safety standards, criminal background checks, required staff training, child enrollment/health files and certain/required staff-to-child ratios. Informal PROVIDER will meet all requirements for Registered Family Day Care Homes outlined in the above referenced Chapter.





EARLY LEARNING COALITION OF MANATEE COUNTY PROVIDER AGREEMENT – SCHOOL READINESS SERVICES FISCAL YEAR 2010-2011

2. The PROVIDER must notify ELC Manatee a minimum of thirty (30) days prior to when any change takes place. A PROVIDER who changes location, changes the legally operating business name, or changes any tax information will be considered a new PROVIDER and will not receive funding for School Readiness children until the PROVIDER has met licensing and ELC Manatee requirements, including completion of a new AGREEMENT.
3. The PROVIDER understands that the ELC Manatee will not pay for the care of children in unlicensed programs unless the Provider is exempt from licensure under ~~§~~ 402.3025 and 402.316, F.S. and 65C-22.008 F.A.C. Payments will only be made to PROVIDER who is operating legally under 402.301-402.319, F.S., and whose license has not expired and license/registration/legal status is in good standing. Providers on a probationary license will be reviewed on a case by case basis. Proof of licensure or certification of meeting unlicensed requirements is required before a PROVIDER agreement can be approved.
4. PROVIDERS may not be reimbursed for any School Readiness child's day in a facility classroom or family child care home or informal provider setting when a PROVIDER exceeds legal staff-to-child ratios; does not provide for continued direct supervision of the children; or has inappropriate adults supervising the children. Non-compliance information may include information from DCF, law enforcement or from ELC Manatee field staff site visit reports. The children in the cited classroom or care area will be the ones whose payment is disallowed.
5. The PROVIDER contact information must be current with both DCF and ELC Manatee including: billing/mailling address; address where children are provided care; telephone number at location where children are provided care; email address; and, if available, facsimile (fax) number.
6. PROVIDER must procure and maintain as current a valid policy for Liability Insurance in the minimum amounts of \$250,000/\$500,000 cap coverage. PROVIDER must submit documentation of such policy to ELC Manatee. In addition to the minimum amount, the PROVIDER is required to list Early Learning Coalition of Manatee County, Inc. as a Certificate Holder on their insurance policy, to ensure that the insurance company communicates any lapse or change in coverage to ELC Manatee.
7. Licensed PROVIDERS that transport children must maintain current vehicle insurance in accordance with Chapter 65C-22.001(6)(b), 65C-20.010 (8)(b), F.A.C. Registered and informal PROVIDER insurance must comply with licensed family daycare standards. Unlicensed PROVIDER insurance must comply with 316.615 (4) F.S.

K. Indemnification

The PROVIDER agrees to hold harmless, indemnify, and defend the ELC Manatee and its funders and subcontractors, including without limitation, its officers, directors, members, representatives, affiliates, agents and employees, successors and assigns against any and all claims, suits, demands, judgments, losses, costs, fines, penalties, damages, liabilities and expenses (including all costs for investigation and defense thereof including, but not limited to, court costs, reasonable expert witness fees and attorney fees) which may be incurred by, charged to or recovered from any of the foregoing, (a) arising directly or indirectly out of any operations, work or services performed by the PROVIDER in connection with this Agreement including, but not limited to, any and all claims for damages as a result of the injury to or death of any person or persons, or damage to or destruction of any property which arises as a result of any negligence act or omission by the PROVIDER, its agents, affiliates or assignees, regardless of where the damage, injury or death occurred, or (b) arising out of the PROVIDER's failure to keep, observe or perform any obligations under this Agreement or in any other document or instrument delivered pursuant to this Agreement, or (c) arising from or based upon the violation of any federal, state, or municipal laws, statutes, resolutions, or regulations, by the PROVIDER or those under its control or (d) any breach of any representation or warranty made by the PROVIDER in connection with this Agreement or in any certificate, document, writing or other instrument delivered by the PROVIDER pursuant to this Agreement, or (e) any breach of any covenant or obligation by the PROVIDER set forth in this Agreement or any other any certificate, document, writing or other instrument delivered by the PROVIDER pursuant to this Agreement. This indemnification agreement is separate and apart from, and is in no way limited by, any insurance provided pursuant to this Agreement or otherwise. This section relating to Indemnification shall survive the term of this Agreement, and any holdover and/or contract extensions thereto, whether such term expires naturally by the passage of time or is terminated earlier pursuant to the provisions of this Agreement.





EARLY LEARNING COALITION OF MANATEE COUNTY PROVIDER AGREEMENT – SCHOOL READINESS SERVICES FISCAL YEAR 2010-2011

L. Update Information for Database

Each PROVIDER's business and operating information in the CCR&R Database must be updated once a year. This includes information such as operating hours, rates, additional fees, curriculum, and special services offered (meals, transportation, before and after school care, etc.).

M. Independent Contractor Declaration

The PROVIDER acknowledges that it is an independent contractor and not an agent, employee, partner, partner in a joint venture or associate of the ELC Manatee or its subcontractors, and that it will at all times represent itself and conduct business as an independent contractor. As an independent contractor it shall be solely responsible for the means, methods, techniques, sequences and procedures utilized in the full performance of this Agreement

N. Children in Protective Services: The Rilya Wilson Act (section 39.604 F.S.)

The PROVIDER shall contact the Safe Children's Coalition by fax at (941) 723-2880 or email atriskabsence@sarasotaymca.org to report absences of at risk children covered by the Rilya Wilson Act. The provider must report any unexcused absence or seven consecutive excused absences according to the procedures outlined by the Safe Children's Coalition. The PROVIDER also understands that School Readiness Services cannot be terminated for children covered by the Rilya Wilson Act without the consent of the Safe Children Coalition.

O. Child Screening and Assessments

1. The PROVIDER will use ongoing formal and informal screening and assessment of approaches with children birth to Kindergarten to collect information on children's learning and development. The Provider will share screening and assessment information with parents/guardians and the ELC Manatee staff.
2. The PROVIDER will use the Ages and Stages Questionnaire (hereinafter known as "ASQ") to screen all School Readiness children birth to kindergarten in accordance with the latest version of the Screening and Assessment procedures developed by the ELC Manatee, hereby incorporated by reference.
3. The PROVIDER will complete an ASQ within fourteen (14) calendar days from the ELC Manatee request of PROVIDER. Failure to follow this timeline may delay your reimbursement.
4. The PROVIDER will allow access and facilitate the assessment of children by the ELC Manatee staff in accordance with Screening and Assessment procedures developed by the ELC Manatee.

P. Offer an Approved, Developmentally Appropriate Curriculum and Environment

1. PROVIDER must offer a research-based, developmentally appropriate early learning curriculum which addresses the State of Florida Birth to Five Developmental Standards; so that children are prepared to enter school ready to learn. Curriculum must include a character development component to help children develop basic values, or the PROVIDER must implement an additional developmentally appropriate Character Development program to help children develop basic values.
2. If the PROVIDER plans to use a curriculum not on the approved list, then the PROVIDER must apply to the ELC Manatee for acceptance before signing an AGREEMENT. A PROVIDER may not change a curriculum during the AGREEMENT period until the new Curriculum is approved by ELC Manatee Quality Committee and staff.
3. ELC Manatee will ensure School Readiness programming requirements can be met through use of the Environment Rating Scale (hereinafter known as "ERS") tools which include the ECERS-R, ITERS-R, FCCERS-R and SACERS. School Readiness providers are required to work toward achieving and maintaining a score of "3.0" or higher. ELC will perform at least one program assessment on 1/3 of the classrooms in each age range. PROVIDERS scoring below an average score of 3.0 overall will be provided technical assistance and may receive a second full assessment.
4. The ERS scores of the PROVIDER are subject to public disclosure pursuant to Florida law (Chapter 286, F.S.).





**EARLY LEARNING COALITION OF MANATEE COUNTY
 PROVIDER AGREEMENT – SCHOOL READINESS SERVICES
 FISCAL YEAR 2010-2011**

5. PROVIDERS will work with ELC Manatee technical assistance and training staff to improved ERS scores and the delivery of quality childcare services by participating in training and workshops facilitated by the ELC Manatee.
6. An updated list of all approved Curriculums can be found on the ELC Manatee website.
7. The PROVIDER hereby certifies current use of the approved curriculum/curricula stated below:

If the PROVIDER is not using an approved Curriculum please indicate the curriculum that is being used and submit a complete curriculum packet and materials for approval along with your contract following the Curriculum Approval Process outlined in ELC Manatee curriculum approval policy:

The PROVIDER must provide a character development program. The PROVIDER hereby certifies current use of the ELC Manatee approved character development program below:

The Values Book

If the PROVIDER is not using the approved Character Development program noted above PROVIDER must indicate the curriculum that is being used and submit a complete curriculum packet and materials for approval along with your contract following the Curriculum Approval Process outlined in Attachments III A and III B.

Q. Professional Development and Education

1. The PROVIDER must employ child care personnel who meet or exceed personnel training and credentialing standards established in s. 402.305. FS. License-exempt and unlicensed center-based PROVIDER must meet training requirements outlined in Chapter 65C-22 F.A.C. An informal PROVIDER must meet training requirements for Registered Family Day Care Home providers as outlined in Chapter 402.313 F.S.
2. The PROVIDER ensures that direct care staff is supervised by appropriately credentialed professionals and the supervising staff roles and responsibilities are clearly stated.
3. The PROVIDER will ensure that adequate support staff is available, screened and trained to provide a consistent coverage and learning environment.
4. The PROVIDER’s Director and direct child care staff will demonstrate ongoing participation in a variety of professional opportunities, such as planned training and involvement in local, state and national organizations to keep current in the early childhood field. Upon request, the PROVIDER will supply the ELC Manatee with supporting documentation. The PROVIDER’s Director or at least one other staff will have certificate of completion of the newly revised (2009 edition) Birth to Three Early Learning and Developmental Standards training or appropriate state of Florida Standards Training

R. Agreement Termination

1. The PROVIDER may terminate this agreement with or without cause by giving the ELC Manatee thirty (30) calendar days written notice of its intent to cease School Readiness Services. PROVIDER understands that once their agreement is terminated ELC Manatee reserves the right to withhold a new agreement for up to one calendar year.
2. ELC Manatee may terminate this agreement “without cause” by giving the PROVIDER (30) calendar days written notice that it will cease School Readiness funding.
3. In each of the above cases the notice period is based upon the date of receipt of the notice by the receiving party, as documented by a return receipt request.
4. The ELC Manatee may terminate this agreement in 24 hours, upon receipt of a notice from the Office of Early Learning and/or Manatee County that funds are no longer available.





EARLY LEARNING COALITION OF MANATEE COUNTY PROVIDER AGREEMENT – SCHOOL READINESS SERVICES FISCAL YEAR 2010-2011

5. ELC –Manatee may terminate this agreement for “cause” if the child/children’s health and/or safety are jeopardized. Examples of possible cause include, but are not limited to: illegally operating provider; abuse of a child; neglect of a child, including lack of adequate supervision; an unsafe physical environment; a Department of Children and Families Class 1 violation and/or multiple Class 2 violations; notice of a DCF revocation process and breach of this AGREEMENT. ELC Manatee reserves the right to be the sole judge of what constitutes “cause” and the date services will be terminated.
6. The provider may appeal the decision by the Coalition to terminate the AGREEMENT by following the instructions outlined in the Coalition Provider/Customer Grievance Operating Policy and Procedure located at:

www.elc-manatee.org/forms/ProviderCustomerGrievance.pdf

S. Correspondence

1. All PROVIDERS are required to have access to internet and email. The majority of correspondence to the PROVIDER from ELC Manatee will be sent via email.
2. All Correspondence pertaining to this agreement requiring **original signatures** must be received in writing and can be accepted through US Postal Service mail or delivery in person at:

Provider Agreements
Early Learning Coalition of Manatee County
3526 9th Street West Suite 200
Bradenton, FL 34205

T. Provider Monitoring

1. The PROVIDER understands that ELC Manatee, the Agency for Workforce Innovation Office of Early Learning, Manatee County Government and other local, state and federal officials have the right to examine any documents and records that contain information about the PROVIDER’S School Readiness program. These agencies and ELC Manatee may conduct on site monitoring and document review. Failure to cooperate with these reviews may result in the withholding of child care reimbursements and other actions up to and including the possible termination of AGREEMENT for up to one calendar year.
2. The PROVIDER will be given notice of any non-compliance (except in the case of immediate termination) to the terms of this agreement. Failure to correct any non-compliance within a reasonably designated timeframe may result in withholding of reimbursement for School Readiness services.
3. If the PROVIDER receives notice of funding being withheld, it may appeal such decision to ELC Manatee in accordance with the Coalition Provider/Customer Grievance Operating Policy and Procedure.
4. The PROVIDER is solely responsible for submitting any and all documentation necessary for an appeal. If successful in the appeal process, funding will be reinstated and the PROVIDER will be notified in writing of the reinstatement date.
5. The PROVIDER agrees to keep and maintain all records and forms, including enrollment, attendance and fiscal records for School Readiness funded children for a period of at least five (5) years, or until any audits or legal actions continued beyond the five (5) year period are completed by federal, state and local officials as well as ELC Manatee and its agents.





**EARLY LEARNING COALITION OF MANATEE COUNTY
PROVIDER AGREEMENT – SCHOOL READINESS SERVICES
FISCAL YEAR 2010-2011**

PLEASE SIGN AND RETURN BOTH COPIES OF THIS AGREEMENT TO:

PROVIDER AGREEMENTS

EARLY LEARNING COALITION OF MANATEE COUNTY

3526 9TH STREET WEST, SUITE 200

BRADENTON, FL 34205





**EARLY LEARNING COALITION OF MANATEE COUNTY
PROVIDER AGREEMENT – SCHOOL READINESS SERVICES
FISCAL YEAR 2010-2011**

THIS IS A PROGRAM THAT COMES WITH MANDATED REGULATIONS. PLEASE TAKE THE TIME TO READ THIS AGREEMENT CAREFULLY.

SIGNATURE SECTION

I UNDERSTAND that execution of this agreement constitutes my acceptance of the terms and conditions contained herein. I UNDERSTAND that this AGREEMENT will not be fully executed until:

- a. AGREEMENT is signed by authorized ELC Manatee Board Representative and
- b. All supporting documentation and Attachments have been submitted in a complete manner.

NAME OF PROGRAM _____

The PROVIDER attests that this document is true to the best of his or her knowledge and that this AGREEMENT is subject to verification by ELC Manatee.

County Option: (Only Licensed, & Licensed-exempt, accredited sites)

- ___ I choose to accept Manatee County Funded Children
- ___ I choose **not** to accept Manatee County Funded Children

Signed and agreed to this _____ day of _____ 20__

Print Name and Title

AUTHORIZED PROVIDER SIGNATURE

PLEASE SIGN

The Early Learning Coalition of Manatee County, Inc. has designated me as their authorized representative. ELC Manatee staff has reviewed the submissions of this PROVIDER and all have been found to be complete and accurate.

ELC Manatee therefore signs this AGREEMENT.

Signed and agreed to this _____ day of _____ 20__

Paul Sharff Executive Director

Print Name and Title

SIGNATURE

PLEASE SIGN

