



# ***School Readiness Provider Check List 2011-12 Program Year***

**Provider Name** \_\_\_\_\_

## **SR Provider Forms to be submitted to ELC for approval**

(Only 100% *completed* forms and documents will be considered for approval. Incomplete paperwork will be returned and there may be a delay in the start of your School Readiness program.)

***FORMS SHOWING USE OF WHITE OUT WILL BE RETURNED AS INCOMPLETE!***

***Please complete forms electronically, save, print the document and sign where applicable.***

***All School Readiness Provider Forms and information is available on***

***[http://elcofswfl.org/downloads-sr\\_info.php](http://elcofswfl.org/downloads-sr_info.php)***

- One completed **RATE FORM** per site (*be sure to sign/date*)
- One completed **HOLIDAY FORM**
- One completed **SR CONTRACT** – be sure to initial each page and include attachments if applicable.
- One completed **SR APPLICATION** – all blanks must be filled in.
- One copy of current **Liability Insurance** with the ELC listed as an additional insured (see item #42 on SR contract) – example of Certificate of Liability on ELC website
- Signed **ACKNOWLEDGEMENT OF UNDERSTANDING**
- W9 Form**
- Direct Deposit Form**

*Providers should mail or drop off your completed paperwork to:*

**ELC of SWFL  
5256 Summerlin Commons Way #201  
Fort Myers, FL 33907**