



School Readiness Contract Document Checklist

Required Documents

- Provider’s Public Rate Sheet**
 - Accreditation** and/or **Gold Seal** certificates (as applicable)
 - Current Florida Department of Health Child Care License**
- OR
- FL Department of Health Letter of License Exemption** and
 - Completed Health and Safety Checklist
 - Liability Insurance Certificate**– Minimum of \$100,000 of coverage per occurrence and a minimum of \$300,000 general aggregate coverage – listing **Early Learning Coalition of Palm Beach County** as additional insured. Including coverage for **Transportation** if provider is transporting.
 - Workers’ Compensation coverage** – if required under Florida Statutes Chapter 440. (Providers that are claiming exemption from requirement must submit a notarized letter and/or proof of filed exemption with Department of Workers’ Compensation.)
 - Completed **W-9 form**
 - Completed **Electronic Funds Transfer (EFT) Authorization** including voided check (if applicable)
 - Documentation of Signature Authority (if applicable)
 - Current Sunbiz print-out identifying the officer, director or authorized person(s).



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