



# Required Documents Checklist

- Accreditation** and/or **Gold Seal** certificates (as applicable)
- Current Florida Department of Health *Child Care License***
- 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)
- Director’s Credential** (VPK Endorsed or VPK Exempt)
- VPK Lead Instructor Credentials** – DCF Transcripts
  - **Active FCCP or higher Education**
  - ***Emergent Literacy for VPK Instructors***
  - ***Standards for 4 year olds***
- VPK Aide – DCF Transcripts** (if person will be used as a substitute)
- VPK Lead Instructor Substitute – DCF transcripts** showing minimum of 40 hours DCF Child Care Training completed.
- Background Screening Documents** – for all instructor types
  - DCF Fingerprint Clearance Letter
  - Affidavit of Good Moral Character



2300 High Ridge Road  
Suite 115  
Boynton Beach, FL 33426  
Phone: (561)214-8000  
Fax: (561) 214-7450  
[www.elcpalmbeach.org](http://www.elcpalmbeach.org)

<b>Providers A-J</b>	<b>Barbara Amezquita</b> Phone 561-214-7420	Fax # 561-600-9432 <a href="mailto:Barbara.Amezquita@elcpalmbeach.org">Barbara.Amezquita@elcpalmbeach.org</a>
<b>Providers K-V</b>	<b>Maureen McMahan</b> Phone 561-214-7440	Fax # 561-600-9433 <a href="mailto:Maureen.McMahan@elcpalmbeach.org">Maureen.McMahan@elcpalmbeach.org</a>
<b>Providers W-Z School District &amp; Lutheran Services</b>	<b>Tamara Liddie</b> Phone 561-214-7444	Fax # 561-600-9431 <a href="mailto:Tamara.Liddie@elcpalmbeach.org">Tamara.Liddie@elcpalmbeach.org</a>