

Becoming a School Readiness Provider

For current childcare providers:

To apply for a new contract for the program year, you must register your program on the EFS Modernization Portal. The application process is now paperless - all registration processes are completed online and supporting documents are uploaded into your online portal. This is a statewide portal.

<https://providerservices.floridaearlylearning.com/Account/Register>

Follow instructions on form “How to Create an account – New Providers”

Once your profile has been created and approved upload the following:

- ACORD Certificate of liability insurance showing the Early Learning Coalition of St. Lucie County, Inc. as an additional insured on your policy and certificate holder, showing a minimum of \$100,000 of coverage per occurrence and a minimum \$300,000 general aggregate coverage and Worker’s Compensation coverage. If you provide Transportation, upload a copy of your transportation insurance as well.
- Copy of your current DCF License or Accreditation with exemption letter.
- Notarized copy of the current fiscal year E-Verify form.
- W-9 form.
- RT6 or RT8 form for Reemployment Tax proof, if less than 4 employees upload a statement providing that information.
- Sun-biz information.
- Copy of your private pay rates.
- Copy of your Emergency Evacuation Plan should be uploaded to the document library or emailed to providercontracts01@elcslc.org
- Copy of your Discipline Policy should be uploaded to the document library or emailed to providercontracts01@elcslc.org
- Proof of purchase for the SR curriculum and Character Development currently using (copy of the invoice or packing slip) should be uploaded to the document library or emailed to providercontracts01@elcslc.org

All childcare providers must be either Licensed, registered, accredited, or exempted through the approved agencies to enter into a contract. If interested in being accredited or exempted please click link below for information.

www.fldoe.org/schools/early-learning/providers/gold-seal

[Gold Seal-Accreditation Associations](#)

You must undergo a pre-contractual SR health and safety inspection by the Department of Children and Families (DCF). Pre-contractual Health and Safety Checklist (Form SR 10) form, must be emailed to providercontracts01@elcslc.org

Form SR-10

Once form 10 is received by us, it will be submitted to DCF for the Health and safety inspection. It takes up to 45 days to obtain the first inspection.

If you already contract with your home coalition and would like to accept children from St Lucie County, please contact us at providercontracts01@elcslc.org

For non-childcare providers:

If you are considering opening a child care program, please visit the DCF licensing website for more information on opening your program. Please know that with the new Division of Early Learning (DEL) requirements, it can take up to 90 days to approve your program.

www.myflfamilies.com/services/licensing/child-care-licensure

Once you are licensed or Accredited by an approved accrediting agency see steps for current childcare providers.

There is a mandatory contract meeting before contracting. Information will be emailed when dates become available.

Available Forms:

[How to Create an Account – New Providers](#)

[SSO Provider Roles Form](#)

[Childcare Facility Training Requirements](#)

[Enrolling in E-Verify](#)

[E-Verify Form \(must be notarized\)](#)

[W-9](#)

[Certificate of Liability Sample](#)

[Reemployment form information](#)

[Worker's Comp Information](#)

For questions or inquiries please email: providercontracts01@elcslc.org

To add SSO user roles or questions about log in, please email: Leahelpdesk01@elcslc.org