

Early Learning Coalition of Florida's Heartland, Inc.

www.elcfh.org

February 26, 2010

Dear School Readiness Provider,

As time moves closer to the end of the fiscal year, this letter is to serve as a reminder that it is time to re-apply for your annual School Readiness Contract. As you already know the School Readiness Contract is renewed annually by completing the application process. All documents are available on the website (www.elcfh.org) under the provider tab, and must be submitted with the required documents no later than May 15, 2010. Applications that are incomplete, not signed or missing documents will be returned to the provider for resubmission.

Upon review and approval, a School Readiness Contract will be issued that will be effective from July 1, 2010 through June 30, 2011. Two original contracts will be mailed to the applicant, and one complete contract that is signed must be returned to the ELCFH Port Charlotte office prior to June 30, 2010. At this point the provider will be considered active for the next fiscal year of services. Note that your School Readiness contract renewal at the fiscal year change is required to maintain service to the School Readiness children enrolled at your program for the next fiscal year.

Please use this checklist to be sure that your application is complete:

- Completed and signed School Readiness Application
- Copy of current DCF license, faith based license, Dept of Health license
- Copy of current DCF Gold Seal Certificate if applicable
- Holiday Rate request form for FY10-11
- Rate Request form if your rates are changing effective July 1, 2010


Mailing information is on the application. If you have any questions, please do not hesitate to contact me at 941-255-1650.


Sincerely,


Anna


Anna Brookbank
Associate Director, Contracts & Compliance



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