



Early Learning Coalition of Palm Beach County

Ready to Learn. Ready for Life.

2017- 2018 School Readiness Contract Due Date Tip Sheet

This tip sheet can be used as a guide for submitting notification and/or documentation to the Coalition. Call your Provider Services Specialist if you have any questions regarding your School Readiness Contract.

Activity	Due Date	Who to contact with Questions	Paragraph Number
Conduct developmental screenings with each child	45 days after enrollment and annually thereafter	Early Intervention	15
Obtain and retain age appropriate immunization, physical development and other health records	Within 30 calendar days of child's enrollment	Licensing	17
Reporting Absences exceeding 5 consecutive days with no contact from the parent (use 5 Day No-Contact form)	By the close of the 5 th day	Family Services	21
Report child absences per the "Rilya Wilson Act" for at-risk children	Noon on the day of first unexcused absence and on the 7 th consecutive excused absence	DCF Childcare Hotline (561) 253-2460	22
Participate in the annual Child Care Resource & Referral (CCR&R) update	Annually	Provider Services	26 & 69
Amount of time to respond to request by Coalition for records that are stored off site	72 hours	Quality Programs	35
All Records Maintenance (if terminating the SR contract, these records must be transferred to the ELC by the close of business of the last day)	5 years	Quality Programs	37 & 38
Report changes to your childcare rates or Gold Seal Status	Close of business day of change	Provider Services	43
Submit Attendance Monthly	3 rd business day	Provider Services Reimbursement	48
Report any reimbursement errors, discrepancies, overpayment or underpayment	60 calendar days after transmission of summary report	Provider Services Reimbursement	49
Terminate SR Contract – provider's choice	30 calendar days prior	Provider Services	61
Changes to any program information including contact person	10 calendar days	Provider Services	68 (a)
Temporary emergency closures	2 calendar days	Provider Services	68 (b)
Permanent business closings, changes in location or changes in ownership	30 calendar days prior	Provider Services	68 (c)
Reporting an unusual incident (examples included within the contract)	Next business day and then written report within 3 business days	Provider Services	70
Notification of placement on the United States Department of Agriculture (USDA) National Disqualified List	5 calendar days	Provider Services	71 (a)
Notification of conviction, guilty plea, or nolo contendere to public assistance fraud	5 calendar days	Provider Services	71 (b)