

# Early Learning Coalition of Polk County Profile Checklist

The following is a checklist of required items and documents that must be submitted with your 2025-2026 Provider Profile in the DEL Provider Services Portal. All documents must be scanned and uploaded into the Provider Portal in the **PROFILE** documents. The provider profile must be approved and Active prior to the 2025-2026 School Readiness and/or VPK Contract(s) being initiated.

**Profile Requirements: Documents Uploaded to *Profile* Documents tab under the corresponding section.**

☐ One of the following as applicable:

- ☐ DCF Licensed provider -- Copy of current DCF License
- ☐ License Exempt -- Copy of License Exemption Letter and Accreditation/Licensure Certificate (if license-exempt)
- ☐ Public school -- Copy of documentation showing school district and public school number
- ☐ Charter school -- Copy of charter agreement (which includes preschool aged children as service population) & documentation showing school district and school number

☐ Copy of current Gold Seal Certificate & Accreditation (if applicable)

☐ Liability Insurance Certificate with Early Learning Coalition of Polk County listed as a **certificate holder and an additional insured. Liability Insurance must be current and remain active with no lapse in coverage throughout the entire contract year. NOTE: if there is a change in liability insurance prior to the renewal date a new policy meeting the requirements MUST be uploaded immediately.**

Minimum coverage -- \$100,000 each occurrence/\$300,000 general aggregate

(Coalition address: 115 S. Missouri Ave., Suite 501; Lakeland, FL 33815)

- ☐ Proof of Workers Compensation Insurance (required for providers with 4 or more employees)
- ☐ Proof of Unemployment Insurance (Most Recent Form RT6 (quarterly) or Form 940 (annually))
- ☐ Proof of Automobile Insurance or statement that provider does not provide transportation
- ☐ Proof of active Sunbiz registration. This should include fictitious name filing and/or corporation filing.
- ☐ W-9 Form
- ☐ Copy of published child care rates (required for School Readiness contracts)
- ☐ E-Verify Attestation
- ☐ Closure Calendar completed in Profile under the closure calendar tab. (required for School Readiness)

*Note: Provider will only be paid for up to 12 ELC approved holidays.*

## **Additional Contract Requirements : Upload to Document Library**

- ☐ Direct Deposit Authorization Form with Voided Check or Letter from Bank
- ☐ Proof of Curriculum -- Curriculum changes for SR providers require proof of purchase for the new curriculum. Chosen curriculum must be on the DEL SR curriculum list.