

Date

Director Name

Name of Child Care Site

Address

**Re: School Readiness Contract Monitoring**

Dear [Director Name],

The Division of Early Learning (DEL) requires each Early Learning Coalition to monitor School Readiness (SR) provider compliance with the School Readiness contract. In Sarasota County, most providers will be monitored annually based on sample size. We appreciate your time and effort in this endeavor.

This letter serves as the official notification that your site has been selected for SR program monitoring for the fiscal year **[insert year]**. The state required SR Provider Monitoring tool, Form DEL-SR-20M, can be viewed at this link:

<https://flrules.org/Gateway/reference.asp?No=Ref-13429>

**The monitoring process includes the following:**

- An onsite visit to review compliance with the state required SR Provider Monitoring tool
- A desk review of your sign-in/sign-out documentation for a selected month's payment request

**For the onsite visit portion of this monitoring, ELC representative, Tess Scarcella-Fidelman, will visit your site on **[insert date]** between 9:00 AM – 3:00 PM.**

**Please have the following items ready for review:**

- A copy of your Parent handbook to give to the ELC representative
- Proof of Liability Insurance
- Proof of Worker's Compensation (if applicable) or letter of exemption. Providers with fewer than four employees are exempt from Workers' Compensation
- Proof of Reemployment tax (formerly known as Unemployment) – i.e., Florida Department of Revenue Employer's Quarterly Report form RT-6 or exemption letter
- Staff signed confidentiality agreements or confidentiality in Child Care Statement.
- Documentation of child absences related to Rilya Wilson Act for at-risk children (if applicable)
- Documentation given to parents to explain cost of care calculation including any differential fee charged. It can be an internal worksheet or the ELC issued Child Care Worksheet
- Current state-approved School Readiness curriculum
- Lesson plans for each classroom are uploaded to the provided Dropbox link (see separate email with link)

- For the children listed below: current child files, proof of parent co-payment (ledger or receipts), enrollment certificates, and documentation to support children’s absences beyond first 3 excused days.

**Child Records from [Insert Date] for the following children:**

Child’s Name	Sign-in/Sign-Out Logs	Proof of Parent Co-Payments	Enrollment Certificates	Absence Documentation
	Already Submitted			

- Please select records of 5 children who received SR services five years ago [insert date]. Please list their names below and provide Sign In/Sign Out logs, proof of parent co-payment (ledger or receipts), enrollment certificates, and documentation to support children’s absences beyond 3 days.

If you were not in business or not an SR provider at that time, you can provide 5 child records back to the oldest month/year that you provided SR services. If fewer than 5 children were enrolled at the time, please list all children enrolled.

**Child Records from [Insert Date] (or first month that SR Services were provided) for the following children you have selected:**

Child’s Name	Sign-in/Sign-Out Logs	Proof of Parent Co-Payments	Enrollment Certificates	Absence Documentation

To conclude the onsite review, ELC will provide a report of the monitoring outcome, including any findings identified, and identify any further actions, if needed. If your site has any questions regarding this letter or the upcoming review, please send an email to [tscarcella@elcsarasota.org](mailto:tscarcella@elcsarasota.org).

Sincerely,  
 Tess Scarcella-Fidelman  
 Early Learning Provider Support Specialist

