

School Readiness (Before/After Care) Compliance Checklist

1. Contractual & Enrollment Documentation

- Current signed School Readiness Provider Contract with School District/ELC
- Current Licensing/Accreditation certificate posted and on file
- Staff background screenings (DCF Level II clearance) and personnel files complete
- Copy of provider's insurance policy (liability, transportation if applicable)
- Emergency preparedness plan on file and available to staff
- Updated closure calendar and holidays approved by the coalition submitted and on file

2. Record Keeping & Documentation

- Daily attendance records for all children (time in/out and full parent signature)
- Parent agreements for before/after care services
- Transportation consent forms (if applicable)
- Accident/incident reports documented, signed by parent, and filed
- Staff-to-child ratios maintained and documented
- Meal/snack menus kept for required retention period (if food is provided)
- Records maintained for minimum of 5 years (or as specified by district/ELC)

3. Attendance & Reporting Requirements

- Enter all child enrollments accurately in the ELC/School Readiness portal
- Report absences according to Rilya Wilson Act requirements
- Submit monthly attendance rosters to ELC/district for reimbursement
- Timely reporting of terminations/withdrawals in the portal
- Ensure no overrides or false reporting of FT/PT care days

4. Compliance With Rules & Regulations

- Adhere to state VPK & School Readiness regulations (Chapter 1002, F.S.)

- Follow DCF Child Care Licensing Standards for health, safety, and supervision
- Ensure children under 5 years old are NOT transported to another off-site location (unless approved)
- Maintain transportation logs (driver name, date, time, child's name, pick-up/drop-off)
- Maintain staff training requirements (CPR/First Aid, 40-hour DCF training, annual in-service hours)

5. Monitoring & Accountability

- Participate in ELC/district monitoring visits and audits
- Maintain organized provider files for easy review
- Respond timely to corrective actions or compliance notices