



Early Learning Coalition of the Nature Coast
Serving Citrus – Dixie – Gilchrist – Levy – Sumter Counties



Provider Alert #99

Date: May 9, 2011
Subject: School Readiness Agreement Amendment

As our fiscal year draws to a close, the Contracts Department staff needs your assistance with the completion of a School Readiness Agreement Amendment to become effective on July 1, 2011.

The Contracts Department will develop a personalized amendment to your facility's School Readiness Agreement with the Coalition. It will be mailed to you in the very near future.

There are two sections of your School Readiness Agreement that will be amended – Exhibit II: Holiday Schedule and Attachment 1: Statement of Work, Statement of Deliverables, Method of Payment. Specifics are outlined in a cover letter that will be enclosed with your personalized amendment form.

Once you have completed your amendment, please MAIL or DELIVER the signed, dated **original** amendment form to the Contracts Department at our Crystal River office:

Early Learning Coalition of the Nature Coast
Attn: Contracts Department
1564 N Meadowcrest Blvd
Crystal River, FL 34429

*The amendment must be received before **June 15, 2011** in order for the holiday schedule to be entered into the Coalition's database. Please note that the first holiday is Independence Day, which is just a few days into the new fiscal year, so timely return of your completed amendment form is critical!*

If you have any questions about your amendment form, please contact Lynne at x230 or Kathi at x223.

Thank you,

Ingrid Ellis

Program and Contracts Manager

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