

# Early Learning Coalition of the Nature Coast School Readiness Provider Agreement

THIS AGREEMENT IS ENTERED INTO BETWEEN THE EARLY LEARNING COALITION OF THE NATURE COAST, INC., AN INDEPENDENT PROVIDER OF THE STATE OF FLORIDA (HEREINAFTER REFERRED TO AS THE "COALITION") AND THE PROVIDER OF SCHOOL READINESS SERVICES.

THE TERM OF THIS AGREEMENT SHALL COMMENCE ON \_\_\_\_\_ AND SHALL CONTINUE UNTIL THE FOLLOWING JUNE 30. THIS AGREEMENT SHALL BE AUTOMATICALLY RENEWED FOR SUCCESSIVE ONE YEAR PERIODS UNLESS AND UNTIL TERMINATED IN ACCORDANCE WITH ITS TERMS.

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**NAME OF BUSINESS**

(As indicated on the State of Florida Child Care Facility License or Registration or License Exempt Certificate, if applicable)

PHYSICAL BUSINESS ADDRESS	CITY	STATE	ZIP CODE	COUNTY
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Florida

MAILING ADDRESS	CITY	STATE	ZIP CODE	COUNTY
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Florida

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**NAME OF OWNER/OPERATOR**

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**TELEPHONE NUMBER**

(As indicated on the State of Florida Child Care Facility License or Registration or License Exempt Certificate, if applicable)

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Director Name

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Website

**PROGRAM TYPE (Check One)**

- |  |  |
|--|--|
| <input type="checkbox"/> Licensed Child Care Center<br><input type="checkbox"/> Licensed Gold Seal Child Care Center<br><input type="checkbox"/> Faith Based License-Exempt Center<br><input type="checkbox"/> Faith Based Gold Seal License-Exempt Center<br><input type="checkbox"/> Licensed Family Child Care Home | <input type="checkbox"/> Licensed Gold Seal Family Child Care Home<br><input type="checkbox"/> Registered Family Child Care Home<br><input type="checkbox"/> Exempt, Schools Operated Programs<br><input type="checkbox"/> Other _____ |
|--|--|

CONTRACT HOURS OF OPERATION \_\_\_\_\_ CONTRACT DAYS OF OPERATION PER WEEK \_\_\_\_\_

LICENSE/REGISTRATION NUMBER \_\_\_\_\_ CAPACITY \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

Contractor Initials \_\_\_\_\_

Coalition Initials \_\_\_\_\_

## THE PARTIES AGREE

### 1. PROVIDER AGREEMENTS

#### A. SERVICES TO BE PROVIDED

- i. The Provider agrees to provide services in accordance with the conditions specified in Attachment I

#### B. TYPE OF AGREEMENT:

- i. This Agreement is a cost reimbursement agreement.

#### C. GOVERNING LAW

- i. Clean Air and Water Act: When applicable, if this Agreement is in excess of \$100,000, the Provider shall comply with all applicable standards, orders or regulations issued under Section 306 of the Clean Air Act as amended (42 U.S.C. 7401 et seq.), Section 508 of the Clean Water Act as amended (33 U.S.C. 1368 et seq.), Executive Order 11738 and Environmental Protection Coalition regulations (400 C.F.R. part 15). The Provider shall report any violation of the above to the Coalition.
- ii. School Readiness Act: The Provider agrees that this Agreement will be performed, administered, executed and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida, particularly the School Readiness Act, Chapter 411.01, Florida Statutes.
- iii. The Provider agrees that this Agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida. Each party shall perform its obligations herein in accordance with the terms and conditions of the Agreement. The parties further agree that Citrus County shall be the venue of any legal action between the parties.
- iv. CCDF and TANF: The Provider shall ensure that all its activities under this Agreement shall be conducted in conformance with the regulations required under the Child Care and Development Fund (hereinafter referred to as "CCDF"), 45 C.F.R. 98, the Temporary Assistance for Needy Families Program (hereinafter referred to as "TANF"), 45 C.F.R. parts 260-265, and other applicable federal regulations and policies promulgated hereunder.
- v. Unauthorized Aliens: The Provider agrees that unauthorized aliens shall not be employed. The Coalition shall consider the employment of unauthorized aliens a violation of section 274A (c) of the Immigration and Nationalization Act. Such violation shall be cause for unilateral cancellation of this Agreement by the Coalition.
- vi. The Provider shall comply with all applicable federal laws as certified in Attachment II including but not limited to:
  1. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability.
  2. Title VI and VII, Civil Rights Act of 1964, as amended (42 U.S.C. 2000d et seq.) which prohibits discrimination on the basis or race, color, or national origin.
  3. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs.
  4. Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age.
  5. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.
  6. Americans With Disabilities Act, (ADA Public Law No. 101 336 (1990), 42 U.S.C. et seq. 121101-12213, Title I-Employment, Title II-Public Service, Title III Public Accommodations by private employers) which prohibits discrimination on the basis of disability and requires reasonable accommodations for persons with disabilities.
  7. Davis-Bacon Act as amended (40 U.S.C. 276a to 276a-7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti-Kickback Act (40 U.S.C. 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29 CFR part 3), and the Agreement Work Hours and Safety Standards Act (40.U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

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- vii. Public Law 103-277 also known as the Pro-Children Act of 1994 (Act), 20 U.S.C. 6083: the Provider agrees to comply with the Pro-Children Action of 1994 which requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted by an entity and used routinely or regularly for the provision of: health, child care, early childhood development, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, Agreement, loan, or loan guarantee. The laws also apply to children's services that are provided in indoors facilities that are constructed, operated or maintained with such Federal funds. The law does not apply to children's services provided in private residence; portions of facilities used for in-patient drug or alcohol treatment; service providers whose sole source of applicable Federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provision of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.
- viii. Drug-Free Workplace: Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 94, Subpart F, the Provider will provide a drug-free workplace as certified in Attachment II: Drug-Free Workplace Requirement Certification.
- ix. Child Abuse Registry: The Provider shall comply with Chapter 415 FS, via the Child Abuse Registry (1-800-96-ABUSE). FAILURE TO REPORT MAY ALSO CARRY CRIMINAL PENALTIES.
- x. Lobbying: When applicable, if this Agreement is in excess of \$100,000, the Provider must, prior to Agreement execution, complete the Certification Regarding Lobbying form, included in this Agreement as Attachment II. If a Disclosure of Lobbying Activities Form, Standard Form-LLL is required; it may be obtained from the Coalition. All disclosure forms as required by the Certification Regarding Lobbying form must be completed and returned to the Coalition.
- xi. Debarment and Suspension: When applicable, as required by the regulation implementing Exec. Order No. 12549 and 12689, Debarment and Suspension 29 C.F.R. part 98, the Provider is not presently nor previously within a three-year period preceding the effective date of the Agreement, been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or Coalition. The Provider will provide assurances of compliance as certified in Attachment II entitled Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transaction.
- xii. E.E.O: The Provider agrees that it shall comply with Exec. Order (EO) No. 11246, Equal Employment Opportunity, as amended by Exec. Order (EO) No. 11375, and as supplemented in Department of Labor regulation (29 CFR parts 33 and 37 as well as 41 CFR part 60 and 45 CFR part 80, if applicable.
- xiii. Non-Discrimination and Harassment-Free Workplace: The Provider, as certified in Attachment II shall not discriminate against any employee employed in the performance of an Agreement, or against any applicant for employment because of race, creed, color, handicap, national origin, marital status or sex. The Agreement shall provide a harassment-free workplace and give any allegations of harassment priority attention and action by management. The Provider agrees to insert a similar provision in all subcontracts that will meet the requirements as set forth in Public Law 105-220, section 188.
- xiv. Construction or Renovation of Facilities Using Program Funds: The Provider is aware that pursuant to 45 C.F.R. part 98.54, CCDF funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. However, certain federal funds may be expended for minor remodeling, and for upgrading childcare facilities to assure that providers meet state and local childcare standards, including applicable health and safety requirements, after receipt of any required prior approval from the Coalition. Funds may not be used for the purchase of buses or to pay for transportation costs. If any property has been constructed or substantially renovated, through the use of state or federal funds, the Coalition shall file a lien against the property. This clause shall not supersede any other applicable state or federal prohibition on the use of program funds for purchase or improvement to buildings or real property.
- xv. Rights to Inventions Made Under Agreement: Agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

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- xvi. Energy Policy and Conservation Act: The Provider agrees that it shall comply with mandatory standards and policies relating to energy efficiency which are contained in the stat energy conservation plan in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat.871
- xvii. Agreement Work Hours and Safety Standards: When applicable, the Provider agrees to comply with Section 103 and 107 of the Agreement Work Hours and Safety Standards act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 C.F.R. Part 5) regarding labor standards for federally assisted construction sub-agreements.
- xviii. Copeland Anti-Kickback: When applicable, the Provider agrees to comply with the Copeland Anti-Kickback Act (18 U.S.C.874 and supplemented by 29 C.F.R. Part 3)
- xix. Sponsorship: As required by section 286.25, Florida Statutes, if the Provider is a nongovernmental organization which sponsors a program financed wholly or in part by state funds, including any funds obtained through this Agreement, it shall, in publicizing, advertising, or describing the sponsorship of the program, state: "Sponsored by (Provider's name),the State of Florida, Agency for Workforce Innovation, Office of Early Learning and the Early Learning Coalition of the Nature Coast" If the sponsorship reference is in written material, the words "State of Florida," shall appear in the same size letters or type as the name of the organization. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with state or federal funds, all awardees receiving state or federal funds, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, and (2) the dollar amount of federal funds for the project or program.
- xx. Public Entity Crimes: Pursuant to Section 287.133(3)(a), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a Agreement to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a Agreement with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a provider, supplier, subcontractor, or consultant under an Agreement with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for category two for a period of 36 months following the date of being placed on the convicted vendor list. By execution of this Agreement, the Provider acknowledges that any subcontracts(s) or sub recipients of the Provider are in compliance with this section

**D. AUDITS, RECORDS AND RECORDS RETENTION**

- i. Representatives of the Coalition, AWI, the Office of Early Learning, the Chief Financial Office of the State of Florida or the Auditor General of the State of Florida, or representatives of the Federal government and their duly authorized representatives shall have access, for purposes of examination to any books, documents, papers and records of the Provider as they may relate to this Agreement. Questioned costs may arise from any of these reviews. The Provider shall have an opportunity to substantiate and/or appeal the decision of these findings. Any unresolved questioned costs may become disallowed costs. The Provider is required to repay disallowed costs on federal and state programs and may include any applicable interest.
- ii. The Provider shall establish and maintain books, records and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds, provided through the Agreement.
- iii. The Provider shall retain all client records, financial records, supporting documents, statistical records and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of this Agreement or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- iv. Upon completion or termination of the Agreement and at the request of the Coalition, the Provider will cooperate with the Coalition to facilitate the duplication and transfer of any said records or documents during the required retention period.
- v. The Provider shall ensure all persons duly authorized by the Coalition, State and/or Federal auditors pursuant to 45 CFR, Part 92.36 (i) (10), have full access to and the right to examine and copy any Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.

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- vi. The Provider shall comply with the confidentiality provisions of the record retention requirements of Sections 119.021, 411.011, and 456.057, Florida Statutes, where applicable. The Provider shall abide by privacy measures of the Health Insurance Portability and Accountability Act (HIPAA), if applicable. Additionally the Provider must maintain a signed Individual Non-Disclosure Form for each staff member, paid or voluntary (Exhibit I).

**E. INVOICING**

- i. The Provider shall comply with the enrollment and reimbursement policies of the Coalition.
- ii. The Provider shall submit monthly claims for payment on the monthly Enrollment/Attendance Certification by the second (2<sup>nd</sup>) working day of the month and sign in and out sheets for School Readiness children by the seventh (7<sup>th</sup>) working day of the month, following the service month by 5:00 PM to the Coalition. Penalties for the late submission of the monthly Enrollment/Attendance Certification forms will be assessed in accordance with the Coalition's Early Learning Program Operating Procedure, as amended. Enrollment/Attendance Certification forms submitted 60 days following the original due date will not be processed for payment.
- iii. The Provider shall submit the final invoice Enrollment/Attendance Certification for payment to the Coalition no later than five (5) days after the Agreement is terminated. If the Provider fails to do so, all rights to payment are forfeited and the Coalition will not honor any requests submitted after the aforesaid time period. Any payment due under the terms of this Agreement may be withheld at anytime until all reports due from the Provider and necessary adjustments thereto have been approved by the Coalition.

**F. RETURN OF FUNDS**

- i. The Provider shall return to the Coalition all sums expended for costs associated with this Agreement, which were paid contrary to the terms of this Agreement. Should repayment not be made in a timely manner, the Coalition shall be entitled to charge interest at the lawful rate of interest on the outstanding balance beginning forty (40) calendar days after the date of notification or discovery.

**G. INSURANCE**

- i. The Provider shall maintain insurance in accordance with the following at all times during the term of this Agreement:
- ii. Proof of General Liability Insurance coverage with minimum limits of \$500,000.00 per occurrence for Centers and \$300,000.00 per occurrence for Homes for Injury and Property Damage listing Early Learning Coalition of the Nature Coast as additional insured. The certificate must state the business name and address of the physical location insured. The certificate must list the physical location of the Coalition: 1564 N. Meadowcrest Boulevard, Crystal River, Fl. 34429.
- iii. Proof of Worker's Compensation Insurance coverage for all employees, meeting the legal requirements for employers in Provider's SIC code(s). If Workers Compensation coverage is not required the Provider shall complete and submit an affidavit.
- iv. Proof of Business Automobile Liability Insurance coverage with minimum limits of \$500,000 per occurrence for Bodily Injury and Property Damage is required. If transportation is not provided the Provider must complete and submit an affidavit. The certificate must state the business name and address of the physical location insured. The Certificates of Insurance shall provide that the Coalition be given not less than ten (10) days written notice prior to the expiration, cancellation or restriction of coverage.
- v. A renewal or replacement Certificate of Insurance shall be provided not less than ten (10) days before expiration or replacement of the insurance for which a previous certificate has been provided.
- vi. All insurance companies providing insurance to meet the requirements of this Agreement must be authorized to conduct business in the State of Florida.

**H. ASSIGNMENTS AND SUBAGREEMENTS**

- i. The Coalition shall at all times be entitled to assign or transfer its rights, duties, or obligations under this Agreement to another entity in the State of Florida, upon giving prior written notice to the Provider.
- ii. The Provider agrees not to assign the responsibility for this Agreement to another party without express written approval of the Coalition. In the event the Coalition approves the transfer of the Provider's obligations, the Provider remains responsible for all work performed and all expenses incurred in connection with this Agreement.
- iii. In addition, the Agreement shall bind the successors, assigns, and legal representatives of the Provider and of any legal entity that assumes the obligations of the Coalition. It is the Provider's responsibility to ensure that its sub-recipients observe the same terms and conditions as contained in this Agreement.

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2. PROVIDER AND COALITION AGREEMENTS

A. APPROPRIATIONS

- i. The Coalition's performance and obligation to pay under this Agreement are contingent upon annual appropriations and funding by the State and Federal governments.

B. AGREEMENT MODIFICATIONS

- i. In addition to changes necessitated by law or program requirements, the Coalition may at any time, with written notice to the Provider, make changes within the general scope of the Agreement. Such changes may include modification to the requirements, changes to processing procedures, or other changes as decided by the Coalition. Any investigation necessary to determine the impact of the change shall be the responsibility of the Provider. Modifications to provisions of this Agreement shall only be valid when they have been rendered in writing and duly signed. All amendments must be agreed upon by both parties. Failure of the Provider to return a duly executed amendment within 30 days constitutes an agreement to terminate the Agreement effective as of the 31<sup>st</sup> day.

C. RENEGOTIATION OR MODIFICATION:

- i. Modifications of provisions of this Agreement shall only be valid when they have been reduced to writing and duly signed and dated by all parties. The parties agree to renegotiate this Agreement if federal and/or state revisions of any applicable laws or regulations make changes in the Agreement necessary. All amendments must be agreed upon by both parties. Failure of the Provider to return a duly executed amendment within 30 days constitutes an agreement to terminate the Agreement effective as of the 31<sup>st</sup> day

D. TERMINATION

- i. Termination at Will: This Agreement may be terminated by any party upon no less than ninety (90) calendar days notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by certified mail, return receipt requested or in person with proof of delivery.
- ii. Termination Due to the Lack of Funds: In the event funds to finance this Agreement become unavailable, the Coalition may terminate this Agreement upon no less than twenty-four (24) hours notice in writing to the Provider. Said notice shall be delivered by certified mail, return receipt requested or in person with proof of delivery. The Coalition shall be the final authority as to the availability of funds and will not reallocate funds earmarked for this Agreement to another program thus causing "lack of funds." In the event of termination of this Agreement, the Provider will be compensated for any work satisfactorily completed prior to notification of termination, in accordance with invoicing requirements outlined in Section E of this agreement.
- iii. Termination for Breach: This Agreement may be terminated by the Coalition for nonperformance by the Provider upon no less than twenty-four (24) hours notice in writing to the Provider. If applicable, the Coalition may employ the default provisions in Chapter 60A-1.006(3), FAC. Waiver or breach of any provisions of this Agreement shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement. The provisions herein do not limit the Coalition's right to remedies at law or in equity.
- iv. Termination for Fraud: In the event the Provider is involved in any fraudulent activity regarding this Agreement and knowingly furnishes any statement or documentation, which representation is materially false, deceptive, incorrect, or incomplete, this Agreement will be terminated immediately and the Provider will be reported to the Florida Department of Law Enforcement (FDLE).
- v. Termination for Suspension of License/License Exempt/Registration: In the event that the Provider's license or registration or license exempt certificate is suspended or revoked or if the Provider is unable to verify a current license or registration, this Agreement will terminate immediately.
- vi. Termination for Expiration of Insurance: This Agreement will be automatically terminated the day prior to the expiration date on the certificate of insurance. This Agreement terminates at 11:59 pm, unless a renewal certificate of insurance is timely provided, and the Provider will be paid for School Readiness services prior to the date of termination.
- vii. Termination for Non-Notification: This agreement may be automatically terminated if the Provider changes contact information including location without written advanced notification and Coalition approval.
- viii. Termination for Non-Compliance with Early Learning Program Operating Procedures: This agreement may be terminated in accordance with Provider non-compliance procedures contained in ELPOP, as amended.
- ix. Termination for Inappropriate Conduct: Inappropriate conduct by the provider is not acceptable and will not be tolerated. This includes the use of raised voices, choice of offensive and/or hostile, harassing, and threatening

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language, and/or threatening behavior towards Coalition staff and clients. Use of inappropriate conduct may result in termination of this Agreement.

- x. If this Agreement is terminated for any reason, the obligation of the Coalition shall be limited to payment for services provided in accordance with the Agreement prior to the date of termination. Any materials and equipment placed in the Provider's facility or awarded to the Provider with School Readiness dollars must be returned to the Coalition within 72 hours of termination of this agreement.
- xi. Any obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. In the event the federal and state funds upon which this Agreement is dependent is withdrawn or redirected, the Agreement is terminated and the Coalition will have no further liability to the Provider beyond that already incurred by the termination date.

**E. SEVERABILITY**

- i. If any provision of this Agreement is held to be unenforceable by a Court of competent jurisdiction, the remaining terms and conditions remain in full force and effect.

**F. COUNTERPARTS**

- i. This Agreement may be executed in counterparts, all of which shall constitute one and the same document.

**G. TRANSFER OF AGREEMENT**

- i. If for any reason the Coalition merges with another Coalition, the Coalition reserves the right to transfer this Agreement to the new or merged entity.

**H. ORDER OF PRECEDENCE**

- i. If there is any conflict between the provisions set forth in this Agreement (as such may be modified from time to time by the Coalition and the other standards set forth in the Coalition's Early Learning Plan and Federal and State law), it will be resolved in the following order of priority: (i) Federal and State law and regulations; (ii) this Agreement; (iii) the Early Learning Program Operating Policy and Procedure.

**I. NAME, MAILING ADDRESS, EMAIL AND FAX NUMBER OF THE PROVIDER AND THE COALITION CONTACTS**

- i. When any parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified or may also be sent through a Provider Alert delivered electronically to the email address or facsimile number listed in this agreement; the place for giving notice shall remain such until it is changed by written notice in compliance with the provision of this paragraph. Providers must designate a means of contact for the Coalition in addition to the mailing address by either an email address/fax number or both.

**COALITION**

Name of Contact: Sonya Bosanko Phone Number: 352-563-9939  
Mailing Address: 1564 North Meadowcrest Blvd. Crystal River Florida 34429  
Street City State Zip Code

**PROVIDER**

Name of Contact: \_\_\_\_\_ Phone Number: ( )

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

Email address: \_\_\_\_\_ Fax Number: \_\_\_\_\_

- ii. In the event that different representatives are designated by any party after the execution of this Agreement, notice of the name, address, zip code and telephone number of the newest representative will be rendered in writing to all other parties and said notification attached to copies of this Agreement.

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This Agreement and its Attachments and Exhibits as referred constitute all the terms and conditions agreed upon by the parties.

- Attachment I: Statement of Work
- Attachment II: Assurances and Certifications
- Attachment III: Pubic Entity Crimes Sworn Statement
- Attachment IV: Notarized Statement of Private Child Care Rates
- Attachment V: IRS Form W9
- Attachment VI: Certification of Developmentally Appropriate Curricula
- Attachment VII: Continuity of Operations Plan
- Attachment VIII: Direct Deposit Form
- Attachment IX: School Readiness Agreement Signature Authorization
- Attachment X: Quality Initiatives Terms and Conditions

- Exhibit I: Individual Non-Disclosure Form
- Exhibit II: Holiday Schedule
- Exhibit III: Child Care License/Registration/License Exempt (if applicable)
- Exhibit IV: Gold Seal Accreditation (if applicable)
- Exhibit V: General Liability Insurance Certificate
- Exhibit VI: Worker's Compensation Certificate or Provider Affidavit
- Exhibit VII: Business Automobile Insurance Certificate or Provider Affidavit
- Exhibit VIII: Parental Access Policy
- Exhibit IX: Sign In and Sign Out Sheet

**WITNESS THEREOF**, THE PARTIES HERETO HAVE CAUSED THIS AGREEMENT TO BE EXECUTED BY THEIR UNDERSIGNED OFFICIALS AS DULY AUTHORIZED:

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_  
**Authorized Representative**

TITLE: COALITION EXECUTIVE DIRECTOR

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

FEIN or SS# \_\_\_\_\_

Contractor Initials \_\_\_\_\_

Coalition Initials \_\_\_\_\_