



**STATE OF FLORIDA  
STATEWIDE SCHOOL READINESS PROVIDER CONTRACT  
INFORMAL PROVIDER RESPONSIBILITIES  
FORM OEL-SR 20FFN**

**I. PARTIES AND PROVIDER TYPE**

1. **Parties.** This document is executed as an attachment to the Contract made and entered into the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by and between the Early Learning Coalition of \_\_\_\_\_ (herein referred to as “COALITION”), and \_\_\_\_\_ (herein referred to as “PROVIDER”).
2. **Provider Type.** To be eligible to deliver the school readiness program, PROVIDER must be one of the provider types identified in s. 1002.88(1)(a), F.S. This attachment is for use by informal providers (also known as Family Friends and Neighbors or FFNs) authorized in the state's Child Care and Development Fund Plan as approved by the United States Department of Health and Human Services pursuant to 45 C.F.R. s. 98.18. The form includes requirements that are in addition to, not in lieu of, any requirements specified in Form OEL-SR 20. This form shall become a part of the formal contract between PROVIDER and COALITION.

**II. INFORMAL PROVIDER RESPONSIBILITIES**

1. **Health and Safety.** In accordance with section (s.)1002.88(1)(c), Florida Statutes (F.S.), PROVIDER agrees to provide basic health and safety of its premises and facilities and compliance with requirements for age-appropriate immunizations of children enrolled in the school readiness program. PROVIDER shall annually complete the health and safety checklist required by s. 1002.82(2)(i), F.S., as incorporated by reference in Rule 6M-4.620, F.A.C. The PROVIDER agrees to post the checklist prominently on its premises in plain sight for visitors and parents, and submit it annually to COALITION no later than the date of the execution of the Contract and by July 1<sup>st</sup> each year thereafter.
2. **Staff to Children Ratio.** PROVIDER agrees that it may not serve more than five (5) children as an informal provider. PROVIDER agrees and acknowledges that it shall only provide care for the children from one family.
3. **Insurance.** In accordance with s. 1002.88(1)(l) and (m), F.S., PROVIDER agrees to maintain general liability insurance as described by subparagraph a. or homeowner’s liability insurance as described by subparagraph b. Indicate which insurance policy the provider will maintain by checking one of the following boxes:
  - a. **General liability insurance.**  PROVIDER chooses to maintain a general liability insurance policy as described by this subparagraph. If PROVIDER chooses to maintain a general liability insurance policy, PROVIDER agrees to maintain general liability insurance and provide the coalition with written evidence of general liability insurance coverage, including coverage for transportation of children if school readiness program children are transported by the PROVIDER. PROVIDER must obtain and retain an insurance policy that provides a minimum of \$100,000 of coverage per occurrence and a minimum of \$300,000 general aggregate coverage. PROVIDER must add the coalition as a named certificate holder

and as an additional insured. PROVIDER must provide COALITION with a minimum of ten (10) calendar days' advance written notice of cancellation of or changes to coverage. The general liability insurance required by this paragraph must remain in full force and effect for the entire period of this Contract. If the general liability insurance coverage required by this paragraph lapses, COALITION shall immediately terminate this Contract.

- b. Homeowner's insurance.**  PROVIDER chooses to maintain a homeowner's policy, and agrees to maintain homeowner's liability insurance and, if applicable, a business rider. PROVIDER must obtain and retain a homeowner's insurance policy that provides a minimum of \$100,000 of coverage per occurrence and a minimum of \$300,000 general aggregate coverage. PROVIDER must add the coalition as a named certificate holder and as an additional insured. PROVIDER must provide the coalition with a minimum of ten (10) calendar days' advance written notice of cancellation of or changes to coverage. The insurance required by this paragraph must remain in full force and effect for the entire period of the Contract. If the insurance coverage required by this paragraph lapses, COALITION shall immediately terminate this Contract.