



### **Important Items to Consider**

The ELC cannot and will not choose the child care site for you.

Even if you receive child care because of a referral, child care is still not free.

Law requires parents in the School Readiness program to pay the child care provider a co-payment. Child care providers may also charge additional fees. The ELC does not pay for these additional fees; that means you, as the parent, are responsible for them.

Before enrolling, ask the child care provider:

- What additional fees do you charge?
- How much is each additional fee?
- How often do you charge the additional fee?

Popular examples of fees are registration fees and supply fees.

The Early Learning Coalition of the Big Bend Region eagerly plays a role in helping families succeed in school and in life.



The Early Learning Coalition of the Big Bend Region, Inc.

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## **School Readiness Enrollment Guide for Parents, Foster Parents and Caregivers**

### **Our Mission:**

Provide leadership and advocacy that builds a community where all children are prepared for success in school.



### **Our Vision:**

All children are prepared for success in school.



## Overview

Whether you have applied through the waitlist, or CareerSource, DCF, the Hope Community, or the Refuge House has given you a referral for School Readiness services, the ELC is here to serve you.

We can provide a list of child care sites that meet your criteria and help you understand the elements of quality child care and the requirements of participating in the School Readiness program.

The School Readiness program exists to provide a safe and healthy environment for your child(ren) so you can work or go to school.



## What is my next step?

Once the ELC has contacted you for an appointment, you must bring the below documents to your appointment:

- Photo ID of parent(s)
- Proof of address of parent(s)
- 4 consecutive weeks of most recent pay stubs and/or current school schedule for parent(s)
- Referral, if issued (usually sent directly to ELC)
- Proof of any other money regularly received (SSA, SSI, TANF, Relative Caregiver, etc.)
- Proof of each household member
- Birth certificate for each child
- The name of your chosen child care provider(s) for each child

## Choosing a child care provider

1. Email a completed Customer Intake Form\* to [ccrr@elcbigbend.org](mailto:ccrr@elcbigbend.org).
2. Read the packet that is emailed back to you.
3. Use the Quality Checklist\* to visit child care provider sites from the list in the packet.
4. Read more about the provider sites, including DCF inspection reports, at <https://cares.myflfamilies.com/PublicSearch>.
5. Choose the provider that best meets your family's needs.
6. Call that provider to confirm the provider has space for each of your children.
7. Now you are ready to schedule an appointment and meet with a Family Services Specialist at the ELC.

\* Access this form at <http://www.elcbigbend.org/>, then scroll to the bottom, under Families.

## ELC Contacts

### For appointments & walk-in hours:

Barbara Howard at 850-552-7345

### For child care listings or foster parents with new placements:

Marcia Hently, Family Services Manager, at [mhently@elcbigbend.org](mailto:mhently@elcbigbend.org)

