

Provider Transfer Form

TO BE COMPLETED BY THE PARENT/GUARDIAN and SUBMITTED TO THE ELC PRIOR TO TRANSFER DATE:

I wish to transfer my child to a new provider as of the date of transfer listed and certify by my signature below that my copayments (parent fees) were collected by the provider and are paid in full.

Permanent Transfer Temporary Transfer (if temporary, you will need to request a return transfer)

Reason For Transfer: _____

Name of Child

Start Date at New Provider

Name of Provider Transferring To

A parent/guardian may not transfer a child to another school readiness provider until they have submitted documentation from the current school readiness provider to the Early Learning Coalition stating that the parent/guardian has paid the copayment (parent fees) in full. If the parent/guardian chooses not to pay the copayment (parent fees), the parent/guardian is not meeting the terms and conditions of service and therefore, services will be discontinued. Statute and rule apply only to copayments (parent fees) and does not include additional fees that a provider may charge the parent/guardian.

Parent/Guardian Name

Parent/Guardian Signature Date

TO BE COMPLETED BY THE PROVIDER TRANSFERRED FROM:

Name of Provider Transferred From

Last Day Child Attended

ZERO BALANCE REMAINING

The parent/guardian listed has paid all School Readiness copayments (parent fees) and receipts were given to parent/guardian.

Section 1002.84(8), F.S., requires providers to collect the copayment (parent fees). **Providers who choose not to collect assessed copays will be violating statute and subject to corrective actions that may include termination of their school readiness contract. Statute and rule apply only to copayments (parent fees) and does not include additional fees that a provider may charge the parent/guardian.** I understand that the School Readiness child listed above may be transferred to another provider with the information provided.

Signature of Child Care Program Director/Designee

Date

Signature of ELC staff verifying information as accurate

Date