



1130 N Eglin Pkwy  
Shalimar, FL 32579  
Office: (850) 833-3627  
Fax: (850) 833-9344

---

## REGISTRATION FEE POLICY

Providers who indicate that they charge a registration fee in Exhibit 5 of the Florida Statewide School Readiness Provider Contract, Form DEL-SR 20, as incorporated by reference in Rule 6M-4.610, F.A.C., the coalition shall pay the provider a registration fee for each child enrolled in the School Readiness program. The coalition shall pay the registration fee two (2) times within a five (5) year period during a child's continuous eligibility for the program. Five continuous years began with the June 23, 2019 effective date of this rule.

All registration fees must be processed through the EFSM system.

If a registration fee is collected by the provider from the parent/caregiver and is later reimbursed to the provider by the Early Learning Coalition of the Emerald Coast, the provider must reimburse the parent/caregiver in the form of a credit to their account if the child is still attending, or a monetary refund if the child is no longer attending.

Failure to reimburse the parent/caregiver after receiving a payment from the Early Learning Coalition of the Emerald Coast could result in corrective action.

I have read the Registration Fee Policy above and understand that a registration fee that has been paid by a parent/caregiver and later reimbursed by the Early Learning Coalition of the Emerald Coast, must be credited to the parent's/caregiver's account if the child is still attending or returned to the parent/caregiver in the form of a monetary refund if the child is no longer attending.

Provider Name \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_