# TO ALL ELC PROVIDERS

THE LIST BELOW IS WHAT ELC WILL BE LOOKING FOR WHEN THEY COME OUT TO YOUR SITE, SO PLEASE GO OVER THIS LIST TO MAKE SURE YOU HAVE EVERYTHING IN ORDER, TO PASS.

1. Easily accessible copy of an approved curriculum meeting all ages for which the programming is licensed

2. Lesson plans posted/accessible in the programming spaces that correspond to the curriculum

3. Proof of parent Co-Payments for the last 2 months

4. Last month sign-in/sign-out sheets

5. Verification of completed ASQ/Screenings and proof of Parents notification of the results

6. If you're doing Child Assessments (TSG, Galileo, or CORE), a current staff list

7. Staff's files/documents easily accessible

8. Child's files/documents easily accessible

Some of these may be for Center only