



VPK Parents: VPK Open Enrollment begins on January 1, 2022, for the VPK Program Year 2022-2023

If your child did **not** attend the **2021-2022 School Year Session** your child is eligible to attend the Summer Session. To register your child for the **2021 Summer Program which begins June 2022 your child must be born between September 2, 2016, and September 1, 2017.**

To register your child for the **2022-23 Program Year for the School Year Session which begins August 2022 or the 2022 Summer Session which begins June 2023 your child must be born between September 2, 2017, and September 1, 2018.**

You will need to select the program session you want your child to attend. Your child may only attend **one** program session either School Year or Summer. **Please do not apply for both VPK Sessions this only slows down your application from being processed. If you submit application for the wrong program session contact Hope Wilson, VPK Eligibility Coordinator for assistance.**

Parents must apply online at the following link: <https://familyservices.floridaeearlylearning.com>

When applying online you will need to follow the procedures below:



1. Create your account.
2. Activate your account.
3. Complete application.
4. Upload documentation, *see list below of acceptable documents below.*
5. Submit application.
6. Begin search for VPK Program Provider and inquiry with them about their VPK enrollment process.
7. Once application is approved you will log back into your family portal account to print your child's Certificate of Eligibility which will be given to **one** VPK Program Provider for them to enroll your child in their VPK Program.

Note: If parent does not have one of the residency documents in their name stated below a Certificate of Residency form and a current utility bill in person's name where you are residing that completes section three of the form for you can be used as your proof of residency. Contact Hope Wilson, VPK Eligibility Coordinator for this form.

If you are applying for a child that is **not** your child you should contact Hope Wilson, VPK Eligibility Coordinator **before** you apply for guidance.

Parents wanting their child to attend with a **public school** should note that what the School District can accept for residency documentation is different than what we can accept per state guidance if you live with someone.

Acceptable documentation per state guidance:
(Only upload one document for each of the two categories)



Proof of birth:

- a. Child's State issued Birth Certificate
- b. Up to date Florida Immunization Record (*signed by physician*)
- c. Valid U.S. Passport
- d. Valid child's military ID (both sides)
- e. Certified copy of Child's Certificate of Baptism accompanied by a notarized affidavit stating that the certificate is true and correct from parent.
- f. Life Insurance for child within 2 years

Proof of Florida Residency:

- a. Utility Bill for water, gas, electric, cable internet, landline, or cell phone bill where we can see type of document, parent name, date, and full address to include city, state, and zip code on the utility bill that is dated within 12 months of date child's application is submitted.
- b. Pay Stub where we can see parent name, date, and full address to include city, state, and zip code on pay stub and is dated within 12 months of date child's application is submitted.
- c. Residential rental agreement where we can see tenant and landlord name and signatures, lease valid dates, full address to include city, state, and zip code that is dated within 12 months of date child's application is submitted. *HUD leases are not acceptable since they do not have the physical address on them.*
- d. Government-issued document (for example, Florida driver's license, Florida identification card, property tax assessment showing a homestead exemption).

The Early Learning Coalition will review your online application, and once your application has been processed you will receive an email directing you back to your family portal account. If approved, you will print child's Certificate of Eligibility and give it to the VPK Program Provider selected for child to attend. If rejected, you will have to EDIT the rejected application and resubmit for us to review the application again. **At the bottom of the email received from us it tells you what is wrong with the rejected application and how to fix it.**

We cannot give you a time frame that your application will be processed. Applications are processed by date they were received. ***If you have not received email after two weeks from date application was submitted, then you may call the Early Learning Coalition to check your application status.***



You can also check your status from your portal account at <https://familyservices.earlylearning.com>.

Contact Person: Hope Wilson, VPK Eligibility Coordinator (850)607-8556, (850)741-8304 or hwilson@elcescambia.org