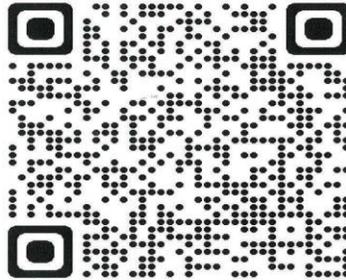


## Early Learning Coalition of Escambia County

The 2024-25 VPK Program Year will open on January 1, 2024, for children born between  
**September 2, 2019 – September 1, 2020**

Voluntary Prekindergarten (VPK) is a free program designed to prepare four-year-old children for kindergarten and build the foundation for their educational success. VPK is available to all four-year-old children born on or before September 1st that reside in Florida, regardless of family income.

Go to <https://www.fldoe.org/schools/early-learning/parents/vpk-parents.shtml> or scan the QR code below to learn more about Florida's VPK program.



### **STEP ONE – APPLY FOR VPK:**

Go to <https://familyservices.floridaearlylearning.com>

1. **New user**, register an account with a reliable email address that belongs to the parent/guardian applying for services and password.
2. **Returning Users** will log into their Family Portal with their email and password set up for their account.
3. Once in your account - Click the button that says, "create a new VPK application."
4. Complete the basic information and upload the required documents as specified on the Family Portal.
5. Certify the application by typing your first and last name as your electronic signature.
6. Submit child's application.
7. Check your email daily for emails regarding your child's application.

The documents below have been approved per state guidance.

**Please upload the whole document when submitting your document.**



#### **Proof of Age**

- An original or certified copy of the child's birth certificate.
- An original or certified copy of the child's certificate of baptism accompanied by a notarized affidavit stating the certificate is true and correct sworn to or affirmed by the child's parent.
- An insurance policy on the child's life which has been in force for at least two years.
- A passport.
- An immunization record signed by a public health officer or licensed practicing physician.
- A valid military defendant identification card (need both sides).

#### **Proof of Residency**

- Utility bill (electric, gas, water), cable, internet, landline, or cell phone bill dated within 12 months of the date the application is submitted.
- Pay Stub dated within 12 months of the date the application is submitted.

- Residential rental agreement or receipt from rental payment dated within 12 months of the date the application is submitted. No HUD leases are acceptable since they do not state your physical address on them and are not signed by landlord and tenant.
- Government issued document (Example: Florida driver's license in parent's legal name and correct address of where they live, or property tax assessment showing homestead exemption).
- Military order showing child's parent is a service member in the United States Armed Forces and is assigned to duty in Florida when child attends a VPK program.
- If no supporting document as stated above, a coalition may accept a notarized affidavit from child's parent accompanied by a letter from a landlord, property owner, or property lease which confirms parent and child reside at the address shown in the affidavit.

**\*On our coalitions website you can find our Certificate of Residency form that can be used for your proof of residency if you are living with someone and do not have any of the documents on the approved list in your name. You will click the Download tab, VPK forms to find the document under the first heading. If you are not able to print it from home, you may also pick the form up from our office during walk in hours.**



## **STEP TWO – SELECT AND REGISTER WITH A VPK PROGRAM PROVIDER:**

1. Begin searching for a VPK Program Provider once you have submitted the child's application.
2. Print child's Certificate of Eligibility once application has been approved. Give the Certificate of Eligibility to the VPK program that you selected for your child to attend.

**VPK Program Provider Information** can be found on the Escambia Early Learning Coalition website. Click on the VPK tab at the top of the page, provider search, school year or summer VPK for list of providers.

- Public schools on the list call the Spencer Bibbs Center at 850-806-8205 if you live in a Title One School Zone to find out what you need to do for them to register your child in a public school for VPK.
- Private VPK Providers on the list call them directly to find out how to register with their program.

## **Important Parent or Guardian Notes:**

- If applying with your phone it helps to turn the phone sideways so you can see all the information easier. Family portal website is not compatible with Safari.
- If you are **not** the child's parent, call 850-607-8556 before applying for the child.
- Once the application is submitted, it can take 5 or more days for the Early Learning Coalition of Escambia County to process your child's application. You will need to submit your child's VPK application early to ensure you will receive the child's Certificate of Eligibility before your child's VPK program begins.
- You will receive an email notification that updates you on the status of your child's VPK application. You can also check the application status from your family portal account. Applications are processed in order by the date the application is received.
- If the application is rejected, scroll to the bottom of the email to see the "comments section" with important information for the parent before resubmitting the rejected application.
- Please do not submit a new application for a child if the status states "rejected" or "coalition reviewing". If an application has been **rejected** refer to the comment section at the bottom of the email sent to you, then log into your family portal to click the **EDIT** button for application rejected to make corrections to the application to resubmit it with correct information to be reviewed again. If application status states "coalition reviewing" check for an email from us.
- **Call our VPK Eligibility Coordinator, Hope Wilson at 850-607-8556 with any VPK questions.**



**If you experience any technological difficulties during the application process, please contact the Early Learning Coalition of Escambia at 850-607-8556 or come to the office during our walk-in hours which is Monday-Thursday 7:30AM to 4:30PM and Friday 7:30AM to 11AM. We have computers, scanners, and staff to assist you if needed.**