



Early Learning Coalition of Escambia County



Registration for the 2025-26 VPK Program Year will open on January 1, 2025, for children born between **September 2, 2020 – September 1, 2021**.

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.stml> or scan the QR code below to learn more about Florida's VPK program.



STEP ONE – Go to <https://familyservices.floridaearlylearning.com> to apply for VPK.

If you use your phone to apply turn the phone sideways so you can see all the information easier.

1. **New Users**, register an account with the parent's email where the child is living.
2. **Returning Users** will log into their Family Portal with their email and password set up for their account.
3. You must upload two documents with your child's application: Proof of Age and Proof of Residency. Please upload the full page of the documents needed.

STEP TWO – SELECT A VPK PROGRAM PROVIDER:

Begin your search for a VPK Program Provider after submitting your child's application.

1. The **Spencer Bibbs Title One Center** oversees the VPK registrations for the **public-school sites**. To find out if your child is eligible to attend VPK in a public school call them at 850-806-8205.
2. If you need a list of private VPK Program Providers contact our Childcare Resource and Referral Department at 850-595-5915 or email them at CCRR@elcescambia.org.

STEP THREE – PRINT CHILD'S CERTIFICATE OF ELIGIBILITY from your family portal account to give to the VPK Program Provider you selected for your child to attend.

Per state guidance the documents below have been approved for proof of age and proof of residency. You only need to provide one document for each.

Proof of Age

- An original or certified copy of the child's birth certificate
- A valid passport.



- 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.
- 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. 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.

Additional Information for the Parent-Guardian



- Once the application is received, it can take up to **5 days or more** for the Early Learning Coalition of Escambia County to review and process your child's application. Applications are processed in the order they are received.
- You will receive an email when your child's application has been processed. You can also check the status of your application by logging into your family portal account.
- If the application is **rejected**, **scroll to the bottom** of the automatic DO NOT REPLY email sent to you and read the "**additional comments section**" **before** resubmitting the child's **rejected** application. This section explains why your application was rejected and what is needed to correct the application.
- **If you have questions about VPK call our VPK Eligibility Coordinator, Hope Wilson, at 850-607-8556.**

If you experience any technological difficulties, please come to the office during our walk-in hours Monday-Thursday 7:30AM to 4:30PM and Friday 7:30AM to 11AM. We have computers, scanners, and staff to assist you if needed.