



VOLUNTARY PRE-KINDERGARTEN PROGRAM (VPK)

Registration opens on January 1, 2026

FOR 4-YEAR OLDS



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 between *September 2, 2021 – September 1, 2022*, regardless of family income who reside in Florida.

Step 1: Apply for VPK Eligibility Certificate at <https://familyservices.floridaeearlylearning.com>

1. **New Users**, register an account by clicking on **SIGN Up** tab at top of page to set up your family portal account and your two-factor authentication to sign into your family portal account.
2. **Returning Users** will log into their Family Portal by entering their Username (**parent's email as 0-their email**), **their password, and code sent to them to sign into their family portal account**. If the parent has **not** set up two factor authentication on their family portal account, they will begin with **Sign Up** to log into their family portal account.
3. **Complete VPK application**, upload the **full page** of a document for **proof of age of child** and **proof of residency in the parent's name**, submit the application for review. *It can take up to 5 business days or more for application to be processed.* You will receive an email when application has been processed which directs you back to your family portal account. You can check status of application from your family portal account. **If child's application is rejected, the parent will receive an email that contains a "comments section" at the bottom of the email which explains why the application was rejected, how to fix the issue, and who to contact if you have questions.**

Documents:

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 Residence (Must be in the parent's name)

- 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 not acceptable** since they do not state your physical address on them and are not signed by landlord/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 sworn statement 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 on the sworn statement. **Contact coalition for our Certificate of Residency.**

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 2: Select and Register child with VPK program provider.

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

- 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 they can be reached at **850-806-8205**.
- **Private VPK Program Providers** list can be obtained from coalitions Childcare Resource and Referral team. They can be reached by phone at **850-595-5915**, email at CCRR@elcescambia.org, or by completing their fillable online provider request form at <https://elcescambia.org/child-care-resource-and-referral-request-form>.

Step 3: Print Child's Certificate of Eligibility. The parent will need to print **one** certificate from their family portal account when child's application has been approved. They will give the certificate to the VPK program provider they select for their child to attend.

If you experience technological difficulties, please come to office walk-in hours Monday-Thursday, 7:30AM -4:30PM or Friday, 7:30AM-11:00AM. Contact Hope Wilson, VPK Eligibility Coordinator, at 850-607-8556 with your VPK questions.