



VPK Parents:

Parents may begin applying for the 2020-21 Program Year on January 1, 2020.

To register your child for the **2020-21 School Year Program** which **begins August 2020** or the **2021 Summer Program** which **begins June 2021** your child must be born between: September 2, 2015 and September 1, 2016.

You will need to select the program type that you want your child to attend. Your child may only attend one program either School Year or Summer. Do not apply for both program types for your child.

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

You may use any of the following to assist you in your online application: Public School System, a VPK Program Provider or at the Early Learning Coalition.

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. Once application is approved you will then log back into your account and print your Certificate of Eligibility which will be taken it to the VPK Program Provider you have selected for your child.
7. Contact your selected VPK Program Provider to find out what their process is for their program.

Note: You must upload the two required documents before your application is complete for you to submit your application. **Residency documentation must be in the parent's name.** If parent does not have a residency documentation in their name or if you are applying for a child that is not your child you should contact Hope Wilson, VPK Coordinator for acceptable documentation and guidance. Parents wanting their child to attend with a public school should note that what they can accept for documentation is different than what we can accept per state guidance.

Documentation that will be acceptable are:

(Upload one document for each category only)

Proof of birth:

- a. Child's State issued Birth Certificate
- b. Up to date FL immunization record (*signed by physician*)
- c. U.S. Passport
- d. Valid child's military ID (both sides)
- e. Certified copy of Child's Certificate of Baptism
- f. Life Insurance for child within 2 years



Proof of Florida Residency:

- a. Current Utility Bill
- b. Current Pay Stub
- c. Current Property Tax
- d. Rental Lease (must have both parties signatures and dates)
- e. Valid Florida driver's license or Florida ID card with current address

The Early Learning Coalition will review your online application, and once your application has been approved you will receive an email instructing you to log back into your account to print your Certificate of Eligibility to take to VPK Program Provider you have selected for your child. We cannot give you a time frame that your application will be ready. You can check your status from your portal account at <https://familyservices.earlylearning.com>. ***If you have not received email after two weeks of date application was submitted, then you may call the coalition to check your status.***

If you need assistance VPK walk-in hours are: MONDAY - THURSDAY 9:00AM - 3:00PM

Contact person: Hope Wilson, VPK Eligibility Coordinator (850)607-8556 email: hwilson@elcescambia.org