****

VPK Parents:

To register your child for the ***2018 Summer Program*** which begins in June 2018 your child must be born between:

September 2, 2012 and September 1, 2013.

To register your child for the **2018-19 School Year Program** which begins August 2018 your child must be born between:

September 2, 2013 and September 1, 2014.

Parents must apply online at the following link: [**https://familyservices.floridaearlylearning.com**](https://familyservices.floridaearlylearning.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 be able to submit your application.

**Documentation that will be acceptable are:**

**Proof of birth**:

1. Child’s Birth Certificate
2. Up to date shot record or physical (*signed by doctor/nurse*)
3. U.S. Passport
4. Valid child’s military ID
5. Certified copy of Child’s Certificate of Baptism
6. Life Insurance for child within 2 years

**Proof of Florida Residency**:

1. Current Utility Bill
2. Current Pay Stub
3. Current Property Tax
4. Military Orders
5. Rental Lease (must have landlord’s signature)
6. Valid driver’s license or state ID card with current address

***Note: Documentation should be in parent’s name. If parent does not have documentation listed in their name they should contact Hope Wilson, VPK Eligibility Coordinator for other documentation that may be used for residency by parent.***

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 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***