



Parents: Effective January 1, 2023, you can apply for the 2023-24 VPK Program Year.

Children eligible to attend this program year must be born between September 2, 2018 - September 1, 2019.

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. Parents can choose from private childcare centers or public schools. Both school year and summer programs are available, but only one session can be attended by child.



Follow these steps to apply for VPK:

If you experience any technological difficulties during the application process, please contact the Early Learning Coalition of Escambia. Our walk-in hours are Monday-Thursday 7:30AM to 4PM and Friday 7:30AM to 11AM.

1. **New user**, register an account with a reliable email address that belongs to the parent/guardian applying for services and memorable password. **Go to: <https://familyservices.floridaearlylearning.com>**
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 green button** that says, **“Apply for Voluntary Pre-Kindergarten.”**
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. Begin search for VPK Program Provider.

Proof of Age

- An original or certified copy of 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 public health officer or licensed practicing physician.
- A valid military defendant identification card (need both sides).



Proof of Residency – we need to see type of document, parent legal name, date, and full address to include city, state, and zip code on the document being used for residency.

- Utility bill (electric, gas, water), cable, internet, or home phone bill dated within 12 months of date application is submitted.
- Pay Stub dated within 12 months of date application submitted.
- Residential rental agreement or receipt from rental payment dated within 12 months of date application is submitted. **No HUD leases are acceptable since they do not state your physical address on them.**
- 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. **(Note: On our coalitions website at www.elcescambia.org you can find a Certificate of Residency form that can be used for your proof of residency. You will click the Download tab, VPK forms and then it is the fourth document from the top. If you are not able to print it from home, you may also pick the form up from our office.)**



- If you are **not the child’s parent**, contact our Eligibility Coordinator regarding documentation needed to apply.
- Once the application is submitted, it can take up to 5 days for ELC of Escambia County to process it. You will receive a notification via email that updates you on the status of your child’s VPK application.
- When the VPK application is approved, log into the Family Portal to print the Certificate of Eligibility to give it to the VPK Program Provider of your choice. If the application is rejected, scroll to the bottom of the email to see the “comments section” with important information for the parent, then log into your family portal to click the EDIT button next to child’s name to make the recommended changes and to resubmit the application.
- If you are unable to print child’s Certificate of Eligibility you can come to the Early Learning Coalition office with your photo ID to request it be printed for you during our walk-in hours.

VPK Program Provider Information can be found on the Escambia Early Learning Coalition website by going to www.elcescambia.org. Click on the VPK tab at the top of the page and follow the drop-down boxes. If you want your child to attend VPK with a public school contact the **Spencer Bibbs Center at 850-595-6915 Ext. 224** to find out from them how to get your child enrolled in a public school. *Family must live in a Title One School Zone for child to be eligible to attend VPK in a public school.* **Private VPK Program Providers you will need to call them directly to find out what is needed from you to enroll child with their program.**



Please contact Hope Wilson, VPK Eligibility Coordinator with any VPK questions at 850-607-8556.