

How to Register for the VPK Program

To apply for child to attend VPK the child must reside in Florida and attains the age of 4 years old on or before September 1 of the program year is eligible to attend VPK that program year.

You will select which VPK Program Session you want your child to attend. School Year Session runs from August to May and the Summer Session begins in June. Child may only attend one VPK Session.

OPEN ENROLLMENT FOR VPK BEGINS ON JANUARY 1, 2023

Parent will need to apply at [THIS LINK](#) and attach one document for proof of age of child and one document for proof of residency in parent's name. See acceptable documents list below:

Proof of Age

- An original or certified copy of the child's birth record filed according to law with the appropriate public officer.
- An original or certified copy of the child's certificate of baptism or other religious record of the child's birth, accompanied by a notarized affidavit stating that 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 or certificate of the child's arrival in the United States.
- An immunization record signed by a public health officer or licensed practicing physician.
- A valid military dependent identification card or a federal or state government issued identification card.



Proof of Residency (Residency must be in parent's name)

- Utility bill (electric, gas, water), cable, internet, home, or cellular phone bill dated within 12 months of the date the child application is submitted where we can see type of utility bill, parent name, date, and full address to include city, state, and zip code
- Pay stub dated within 12 months of the date the child application is submitted where we can see parent name, date, and full address to include city, state, and zip code.
- Residential rental agreement or receipt from rental payment dated within 12 months of the date the child application is submitted. HUD leases are not acceptable since they do not have the physical address on them.
- Government-issued document (for example, Florida driver's license, Florida identification card, property tax assessment showing a homestead exemption) for the address you currently reside.
- Military order showing that the child's parent is a service member in the United States Armed Forces and is assigned to duty in Florida when the child attends the VPK program.

Note: Certificate of Residency can be used if you live with someone and do not have any of the above documents in your name as parent of child for where you are living. It can be found on coalitions website under Download, VPK Forms, 4th document from the top

If you are not the parent of the child you are applying for, please contact Hope Wilson, VPK Eligibility Coordinator before applying for guidance.

Status of Application can be checked by logging into your family portal account. You will receive an email once your application has been processed that will direct you back to your family portal account. If approved, you will print child's Certificate of Eligibility and give it to the VPK Program Provider you selected but if application is rejected you will need to **EDIT** the application to resubmit it. **If rejected, parent can find reason it was rejected and how to fix the application in the comments section toward the bottom of the email notification received.**

VPK Office Location: 1720 West Fairfield Drive, Suite 100/400, Pensacola, FL 32501

VPK Eligibility Coordinator: Hope Wilson

Phone: 850-607-8556 or 850-741-8304

Email: hwilson@elcescambia.org



Having issues with website parents may come to the office during our walk-in hours Monday – Thursday 7:30AM to 4PM and Friday 7:30AM to 11AM to get assistance.

Have a Question? Many answers to frequently asked questions are located on the [Florida VPK Site](#)