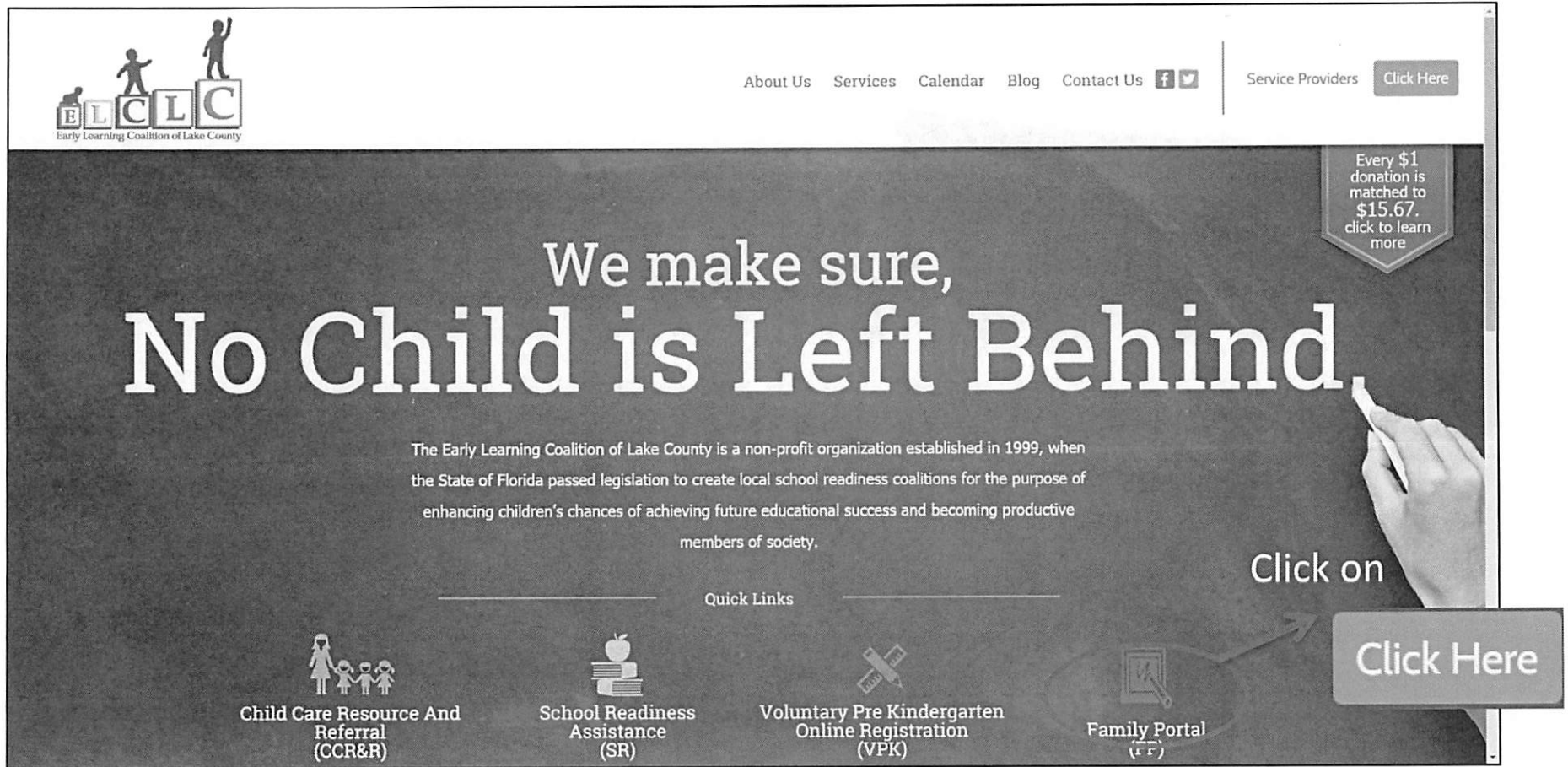




# Applying for Voluntary Prekindergarten (VPK)



Florida **VPK**

# Step 1: Go to [www.elclc.org](http://www.elclc.org)



The screenshot shows the homepage of the Early Learning Coalition of Lake County (ELCLC). The top navigation bar includes links for "About Us", "Services", "Calendar", "Blog", "Contact Us", and "Service Providers" with a "Click Here" button. The main banner features the text "We make sure, No Child is Left Behind." with a hand pointing to the end of the sentence. A callout box on the right states "Every \$1 donation is matched to \$15.67. click to learn more". Below the banner is a "Quick Links" section with four icons and labels: "Child Care Resource And Referral (CCR&R)", "School Readiness Assistance (SR)", "Voluntary Pre Kindergarten Online Registration (VPK)", and "Family Portal (FP)". A large "Click Here" button is positioned at the bottom right of the banner area.

ELCLC  
Early Learning Coalition of Lake County

About Us Services Calendar Blog Contact Us   Service Providers [Click Here](#)


Every \$1 donation is matched to \$15.67. click to learn more


We make sure,  
**No Child is Left Behind.**


The Early Learning Coalition of Lake County is a non-profit organization established in 1999, when the State of Florida passed legislation to create local school readiness coalitions for the purpose of enhancing children's chances of achieving future educational success and becoming productive members of society.


Click on

Quick Links

 Child Care Resource And Referral (CCR&R)

 School Readiness Assistance (SR)

 Voluntary Pre Kindergarten Online Registration (VPK)

 Family Portal (FP)

[Click Here](#)



Florida **VPK**



# WELCOME TO FLORIDA'S EARLY LEARNING FAMILY PORTAL

You will find information here about Florida's early learning programs. You can also apply for School Readiness (child care assistance) and Voluntary Prekindergarten Education services online by clicking on an **Apply for** button below.



### Resource & Referral

Florida's Child Care Resource and Referral Network or CCR&R helps families locate quality child care and early education programs. Trained specialists offer information about local child care options and develop customized lists of child care providers based on each family's specific child care needs. Financial assistance strategies and referrals to other community resources and programs are also available.

[Learn More About CCR&R](#)

### School Readiness

Florida's School Readiness Program or SR offers financial assistance to eligible low-income families for early education and care so they can become financially self-sufficient and their young children can be successful in school in the future. Services vary based on individual needs and range from extended day care to after-school and school-age care in some instances.

[Apply for School Readiness](#)

### VPK

Florida's Voluntary Prekindergarten Program or VPK is a free education program that prepares 4-year-olds for kindergarten. Children must live in Florida on September 1 of the school year and may choose from private child care centers or public schools and school-year or summer programs. Parents of 4-year-olds with special needs have an option outside the classroom setting - VPK Specialized Instructional Services (VPK-SIS).

[Apply for Voluntary Prekindergarten](#)

[Apply for Voluntary Prekindergarten](#)

Click on

Already have a Family Portal account? Sign in [here](#).

Please contact your early learning coalition for immediate assistance.

This site is best viewed with Internet Explorer version 10 or higher. Download the latest version of Internet Explorer [here](#).

## Family Portal Account Logon

If you are a new user, [Click Here](#) to register for an account.

If you are a returning user, enter your user name and password below.

If you have forgotten your password, click the [Forgot My Password](#) link below.

If you need to change your password, click the [Change My Password](#) link below.

### Returning User

Parent User Name (Must be a valid email address)

Password

Log On

[Forgot My Password](#)

[Change My Password](#)

Click on [Click Here](#) to register for an account





Florida **VPK**

If you **DO NOT** have an email already, you can select to create one:

 Register for a Family Portal Account - Step 1

 Completing the account registration process requires a valid email address for user verification purposes.

If you do not already have a valid email address, you can create a free email account through one of the following providers:

  Outlook YAHOO!

Complete and submit the form below to register for a Family Portal account. After submitting the registration form, you will receive an email containing an account verification link to activate your account.



Florida **VPK**

If you already have an email, you will scroll down to this:

**Account Information**

**Parent User Name (Must be a valid email address)**

**Confirm Parent User Name**

**Password (must be at least 8 characters)**

**Confirm password**

[Return to Logon Page](#)

**Enter your email twice, then a password twice. Click Register my Account.**



\*An email will be sent to you. It will be from **DO NOT REPLY**. Open it and click on **Activate my Account**. It should take you directly to this:

 Family Portal Account Logon

If you are a new user, [Click Here](#) to register for an account.

If you are a returning user, enter your user name and password below.  
If you have forgotten your password, click the [Forgot My Password](#) link below.  
If you need to change your password, click the [Change My Password](#) link below.

**Returning User**

Parent User Name (Must be a valid email address)

Password

[Forgot My Password](#)  
[Change My Password](#)

Enter email & password.



Florida **VPK**



## Family Profile

From here you can create a new VPK or School Readiness application or manage existing applications.

### VPK Applications

Use the form below to view or update any previously created VPK applications or to create a new VPK application for your household. x



Click on 



Florida **VPK**



# Apply for VPK – OEL-VPK 01-SPEE (08/2014), Rule 6M-8.201, FAC

Complete the online application steps below to apply for the Voluntary Prekindergarten Education Program.

Step 1 - Parent Info    Step 2 - Child Info    Step 3 - Household Info    Step 4 - Program Info    Step 5 - File Uploads    Step 6 - Application Review    Certify and Submit

11% Percent Complete

### Introduction and Instructions

Your child must meet the Florida residence and age eligibility requirements mentioned above in order to be approved for the program.

**IMPORTANT NOTE:** You are required to upload documentation to establish your child's eligibility to participate in VPK. This includes

- **Proof of Florida Residence** - Required to determine program eligibility
- **Proof of Child's Age** - Required to determine program eligibility
- **Individual Educational Plan (IEP)** - Required only if you are applying for VPK Specialized Instructional Services (VPK-SIS)

You will not be able to submit the application without uploading all required documents, so have an electronic copy of the required documentation available when beginning the application process. The following is a list of acceptable electronic formats: .BMP, .TIFF, .PDF, .JPG, .GIF, .PNG, .DOC, .DOCX, .TXT.

You can close your application at any time and the information you entered will be saved. When you return to complete this application, you need to log on as a returning user.

If you want to apply for more than one child, you will be able to do so after you submit the first application.

If you would like more information about VPK in the state of Florida, the following guides are available.

- Parent Handbook
- Parent Guide

[Continue >](#)    [Continue](#)

[← Previous Step](#)    [Next Step →](#)



# Florida **VPK**

# Parent Profile

Step 1 - Parent Info    Step 2 - Child Info    Step 3 - Household Info    Step 4 - Program Info    Step 5 - File Uploads    Step 6 - Application Review    Certify and Submit

11% Percent Complete

### Parent Profile

Please complete the form below with information about the parent(s) of the child for whom you are applying. Fields marked with \* are required and must be completed before the application can be submitted.

**Parent 1**

Parent 1 First Name\*

Parent 1 Middle Name

Parent 1 Last Name\*

Parent 1 Suffix

Parent 1 Ethnicity\*  Hispanic  Non-Hispanic

Parent 1 Race(s) *Check those that apply.\**  Asian  Hawaiian / Pacific  Black  US Indian / Alaskan  White

Fill Out completely, click Next Step



Florida **VPK**

# Child Profile

**\*\*PLEASE ensure the correct County is chosen!**

**Child Profile**

Please provide the information requested below about the child for whom you are applying. Fields marked with \* are required and must be completed before the application can be submitted.

Select an existing child to populate application form:

<b>Child First Name*</b>	<input type="text" value="NAME"/>
<b>Child Middle Name</b>	<input type="text"/>
<b>Child Last Name*</b>	<input type="text" value="NAME"/>
<b>Child Suffix</b>	<input type="text"/>
<b>Child Ethnicity*</b>	<input type="radio"/> Hispanic <input checked="" type="radio"/> Non-Hispanic
<b>Child Race(s) Check those that apply*</b>	<input checked="" type="checkbox"/> Asian <input checked="" type="checkbox"/> Hawaiian / Pacific <input checked="" type="checkbox"/> Black <input checked="" type="checkbox"/> US Indian / Alaskan <input checked="" type="checkbox"/> White
<b>Child Gender*</b>	<input type="radio"/> Male <input checked="" type="radio"/> Female
<b>Child Date of Birth*</b>	<input type="text" value="11/11/2011"/>
<b>Child SSN**</b>	<input type="text"/>
<b>Child Primary Language*</b>	<input type="text" value="English"/>
<b>County for Services*</b>	<input type="text" value="Volusia"/>

\*\* Submitting your child's social security number on this form

Your child's social security number is not required but requested under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Office of Early Learning, Department of Education, school districts and early learning coalitions. If you submit your child's social security number, it will be used for routine identification of your child and for correlating your child's results on the statewide kindergarten screening to the provider or school that serves your child in the VPK program for purposes of assigning the provider or school a kindergarten readiness rate under s. 1002.69, F.S.

[Previous Step](#)


Fill out completely, click Next Step

[Next Step](#)



# Florida **VPK**

# Contact Information

 Contact Information

Please provide the contact information requested below. Fields marked with \* are required and must be completed before the application can be submitted.

Parent 1 Address (This should be the same as the child's address.)

Address Line 1*	<input type="text" value="ADDRESS"/>
Address Line 2 (Apt, Suite, etc.)	<input type="text"/>
City*	<input type="text" value="ADDRESS"/>
County*	<input type="text" value="Volusia"/>
State	<input type="text" value="FLORIDA"/>
Zip Code*	<input type="text" value="11111"/>

Parent 1 Contact Information

Home Phone (Primary Contact Number)*	<input type="text" value="(000)000-0000"/>
Work/Alternate Phone (Secondary Contact Number)	<input type="text"/>

Fill out completely, click Next Step



# VPK Program Preferences

**VPK Program Preferences**

Please tell us about your program preferences below. Fields marked with \* are required and must be completed before the application can be submitted.

<b>Desired VPK Session*</b>	School year (540 hours) ▼
<b>Preferred Program Type</b>	Private provider (child care, private school, faith-based) ▼
<b>How did you hear about VPK?</b>	▼
<b>Are you interested in information about other early learning programs?</b>	<input checked="" type="radio"/> No <input type="radio"/> Yes

**\*\*\*OTHER EARLY LEARNING PROGRAMS (optional)**

Your family may be eligible for other early learning programs or services for you and your children, from infants through school-age, including full-day school readiness services, resource and referral, Florida Kid Care, and social services.

◀ Previous Step

Next Step ▶

Fill out completely, click Next Step



# Documentation Upload – Proof of Residence and Proof of Child's Age

**Supporting Documentation Upload**

To complete the application process, you will need to provide proof of Florida residency, proof of your child's age, and if applicable, your child's Individual Educational Plan (IEP).

To attach an electronic document to be uploaded, click the **Browse for File** button, and then choose the document you would like to attach.

You cannot complete this online application process without uploading the required documentation.

If you need assistance uploading your documents, contact or visit your local early learning coalition.

---

**Proof of Residence**

Parents must provide documentation to prove their child lives in Florida during the time they will be attending the VPK program. A child living in Florida is eligible for VPK with proper documentation.

Documentation supporting your residency:

- Utility bill (electric, gas, water), cable or home phone bill
- Pay stub
- Residential rental agreement or receipt from rental payment
- Government-issued document (e.g., Florida driver's license, Florida identification card, property tax assessment showing a homestead exemption), or
- 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

If none of the documents listed above are available, a coalition may accept an affidavit sworn to or affirmed by the child's parent. With the affidavit, the parent must include a letter from a landlord or property owner confirming that the child resides at the address stated on the affidavit. If a child or youth is homeless, and none of the documents listed above are available, the coalition shall document residency. The coalition may use other documents showing that the child or youth is homeless and resides in Florida (e.g., letter from a homeless shelter or an affidavit sworn to or affirmed by the child's parent).

---

**Proof of Child's Age**

Parents must provide documentation to prove their child is 4 years old on or before September 1 of the program year in which they are seeking enrollment.

Documentation supporting your child's age:

- Original or certified copy of the child's birth record filed according to law with the appropriate public officer;
- Original or certified copy of the child's certificate of baptism or other religious record of the child's birth, accompanied by an affidavit stating that the certificate is true and correct, sworn to or affirmed by the child's parent;
- Insurance policy on the child's life that has been in force for at least two years;
- Passport or certificate of the child's arrival in the United States;
- Immunization record signed by a public health officer or licensed practicing physician; or
- Valid military dependent identification card.

If none of the supporting documents listed above are available, a coalition may accept a parent's sworn affidavit of the child's age accompanied by a certificate of age signed by a public health officer or physician stating that the child's age shown in the affidavit is true and correct.

Click on

Here you will choose a file of the document.



Florida **VPK**

Upload Selected Documents

← Previous Step

Next Step →

Click Upload Documents.

### Documents Successfully Uploaded

All required documents have been uploaded and attached to your application.  
If there are any issues with the documents you have attached, you will be contacted by your Early Learning Coalition and may be asked to provide additional documentation.

#### Ready to Review and Submit!

You've attached all of the required documentation and may now review and submit your application.

Click **Continue** to proceed to the review step of your application.

Click **Change Attachments** to attach different documents to your application.

To view your attached documents, click:

**Proof of Residence**

**Proof of Age**

← Previous Step

Here you can click on Next Step to continue process.

Next Step →



Florida **VPK**



# Review Application

**Review Application**

Here is what we have. Does everything look correct? Please review and verify the information you provided, and make corrections if necessary, before moving on to the final step to complete the application submission process.

This application is for the school year that begins in August 2016.

**EDIT STEP 1 - PARENT PROFILE**

*Parent 1*

First Name *		x
Middle Name		
Last Name *		x
Suffix		
Ethnicity *	Non Hispanic	
Race *	White	
Gender *	Female	
Relationship to Child *	Guardian	

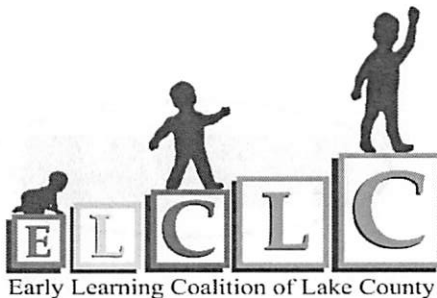
*Parent 2 (if applicable)*

First Name	
Middle Name	
Last Name	
Suffix	


Desired VPK Session *	School year (540 hours)
Preferred Program Setting	Private provider (child care, private school, faith-based)
How did you hear about VPK?	
Would you like to receive information about other early learning programs or services?	No

[Previous Step](#) [Next Step](#)

Here you will review the information entered.



# Last step!

 VPK Application Certification

By signing this form I certify that:

- I had the opportunity to review the VPK parent handbook and parent guide.
- I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct.
- Upon enrollment of my child in the VPK program, I understand that my child will participate in the statewide kindergarten screening to determine readiness for kindergarten.
- I understand that transportation for the VPK program is my responsibility.
- I also understand that it is my responsibility to locate an eligible VPK provider or school and enroll my child with the provider or school.
- I understand that I may enroll my child in a school-year program (540 instructional hours), a summer program (300 instructional hours) or VPK-SIS program, if applicable.
- I further understand that I must follow the provider's or school's attendance policy and verify my child's attendance each month.
- I understand that my child may re-enroll only once in a VPK program (Section 1002.71, Florida Statutes).
- I understand that my child will not receive the full number of program hours, when I enroll my child in the VPK program after instruction has begun.
- I understand that upon the approval of my child's application, I will receive notification my certificate of eligibility is available.

Parent Signature

Parent 1 Full Name

Check box to certify by electronic signature

Application completion date

Click in box for Parent Signature. Type in your name as you entered on the application, click **Submit Application**. You will get a confirmation number and email.

Please allow time for the application to be processed. You will get an email letting you know the next step; whether it is **approved** or **rejected**. A reason will be given. Once approved, you will be able to print your certificate.



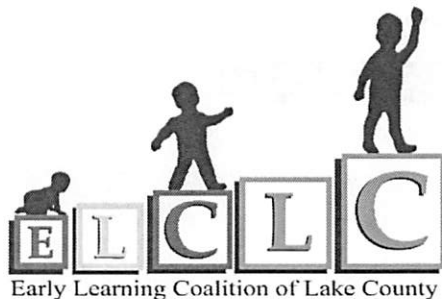
Florida **VPK**

# Have Questions?

Questions regarding the Family Portal or the VPK Program please contact the Early Learning Coalition of Lake County at (352) 435-0566

Or email at

[vpksupport@elclc.org](mailto:vpksupport@elclc.org)



Florida **VPK**