

VOLUNTARY PREKINDERGARTEN (VPK) PARENT TIP SHEET

To participate in the 2021-2022 Program Year, Children living in Florida must be born between September 2, 2016 to September 1, 2017.

- **Go to the Office of Early Learning (OEL) Family Portal Website by accessing through:**

familyservices.floridaearlylearning.com OR elcnwf.org

- ▶ If you are a NEW USER to the website:
 - Register for a Family Portal Account. You must have access to your email to validate your account and start an application.
- ▶ If you are a RETURNING USER to the website:
 - Log in and “Create a New VPK Application” from the Family Profile page.

- **To complete the VPK application, you will need the following:**

- ▶ A valid email address
- ▶ Proof of Child’s Age
 - Such as a Birth Certificate OR Passport OR an Immunization Record signed by a public health officer or by a licensed practicing physician.
- ▶ Proof of Residence
 - Such as Driver’s License OR Utility bill OR signed Lease Agreement within one (1) year.

- **Once the VPK application is submitted:**

- ▶ You will receive an email notification within 10 business days that your application has been approved or needs attention.
 - If your application needs attention, you must correct the application and resubmit it for approval. The review process will take 10 business days.
- ▶ Once approved, you can print your VPK certificate from any printer by accessing your Family Portal account. You will need your email address and password to log into the Family Portal account.
- ▶ Submit your VPK Certificate to the provider of your choice.

- **Things to consider:**

- ▶ The VPK program only allows one (1) VPK Provider transfer. Please choose your provider carefully, and be sure to check with your selected VPK provider for any additional information regarding their program.
- ▶ If you are currently attending a VPK Provider, and you wish to transfer to another site you MUST contact the Early Learning Coalition to complete a VPK Provider transfer before enrolling at the new VPK provider.

**For assistance with VPK Provider selections, enrollment or transfers,
please contact ELCNWF at 850.747.5400**



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