



**Voluntary
Prekindergarten
Available FREE to ALL
Florida's 4-year old's**

Certificate of Eligibility

APPLICATION PROCESS

Log into Family Portal Account

Create a Family Portal Account and Login

<https://familyservices.floridaearlylearning.com/>

Create a New VPK Application

Under VPK Applications, select 'Create New VPK Application'
Select child or Input child's birthdate

Select Eligible VPK Program Year

VPK Eligibility x

Please make sure the birthdate you entered for your child is correct.

Based on the date of birth you entered, your child is **4 years** old right now and is eligible for the following:

2020-2021 VPK Program Year	<input type="button" value="Select"/>
2021-2022 VPK Program Year	<input type="button" value="Select"/>

Complete Application

Completely fill in all fields with Red Asterisks in sections:
Parent Info, Child Info, Household Info, and Program Info

Desired VPK Program Year*	2020-2021
Desired VPK Session*	- please select a value -
Preferred Program Setting*	- please select a value -

**For Desired VPK Session, choose between School Year or Summer Program. If child has an active Individualized Education Plan (IEP) and will be attending a public school, you may select Specialized Instructional Service School Year or Summer.

Upload Documents

Upload Proof of Residence and Proof of Child's Age documents.

For list of accepted documents, visit

<https://www.elclc.org/services/#VPK>

Certify and Submit Application

Once submitted, ELCLC staff will review the application. Notification of approval or rejection (with reason) will come to parent email.

Download and Print Certificate

for members of your family.

Status	Last Updated	Action	View Application	Certificate of Eligibility
Approved	3/8/2021	<input type="button" value="Postpone Enrollment"/>	<input type="button" value="Download Application"/>	<input type="button" value="Download Eligibility Certificate"/>

**FOR MORE DETAILS
visit**

<https://www.elclc.org>
or call (352) 435-0566



Postponement & Reenrollment

APPLICATION PROCESS

Log into Family Portal Account

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Postponement

If your child has not started VPK and is eligible for multiple VPK years, you can choose to 'Postpone Enrollment' to change the program year.

Status	Last Updated	Action	View Application	Certificate of Eligibility
Approved	3/8/2021	Postpone Enrollment	Download Application	Download Eligibility Certificate

Update program preferences and Submit postponement application.

Reenrollment

If your child has started VPK and you would like to transfer to another facility, you will need to 'Request Reenrollment' to receive a new certificate.

Enrolled	9/27/2020	Request Reenrollment
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**Each certificate is allowed 1 reenrollment due to good cause.
Certificates cannot be transferred once 70% of the VPK hours have been used.

Reenrollment Application Tips:

- Select 'No' to Reenrollment to Subsequent Year
- Choose Primary Reenrollment Circumstance that most closely applies to situation
- Current VPK provider has to be called to confirm termination date and hours used; PLEASE speak with provider before submitting application

Complete application and submit for reenrollment.

Once submitted, ELCLC staff will review the application.

Notification of approval or rejection (with reason) will come to parent email.

Download and Print Certificate

Status	Last Updated	Action	View Application	Certificate of Eligibility
Approved	3/8/2021	Postpone Enrollment	Download Application	Download Eligibility Certificate



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