





Voluntary Prekindergarten (VPK) Parent Tip Sheet

- To participate in the **2017-2018 Program Year**, Children living in Florida must be born between **September 2, 2012 to September 1, 2013 (or 9/2/12 to 9/1/13)**.
- **Go to the Office of Early Learning (OEL) Family Portal Website:**
<https://familyservices.floridaeearlylearning.com/Account/Login> OR
<http://www.elcpalmbeach.org/> (click link on top of page)
 - **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 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 **5-7 business days** that your application has been approved or rejected.
 - If your application is rejected, you must correct the application and resubmit it for approval. The review process will take 5-7 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.
 -  **The VPK program only allows one (1) VPK Provider transfer.**
PLEASE CHOOSE YOUR PROVIDER CAREFULLY! *And please check with your VPK provider once you have made your selection 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, Enrollments or Transfers,
Please contact ELCPCB at 561-514-3300.**