

EARLY LEARNING COALITION OF OSCEOLA COUNTY

VPK CHILD ENROLLMENT PROCESS

ITEM: 510A.02

EFFECTIVE DATE: 04-27-06

REVISED: 07-10-25

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POLICY STATEMENT

The Coalition will implement a variety of enrollment processes to meet the varying needs of parents wishing to enroll their child (ren) in the Voluntary Prekindergarten (VPK) Program.

PROCEDURE

The following procedures will be followed in implementing VPK child enrollment processes:

General VPK Registration and Enrollment

A. Child registration.

- a) Education Program may submit application online at Coalition website (www.elcosceola.org) complete and submit Form **DEL -VPK 01** through the single point of entry (the Family Portal) and available at the following web address: <https://familyservices.floridaearlylearning.com>
- b) Parents may call and set an appointment to register their child(ren) for the VPK program. Parents who call to schedule an appointment are told what documentation to bring and are given the option of downloading Form DEL-VPK-01 (VPK Child Application) from the Coalition's website (www.elcosceola.org) and/or through the State's SPE system (<https://spe.schoolreadiness.org/pe/>) to help expedite the process.
- c) Parents may attend any scheduled VPK Roundups within Osceola County. Parents from neighboring counties wishing to attend Osceola VPK programs may also attend VPK Roundups within Osceola County.
- d) During the registration process, parents are requested to show their photo identification and to provide acceptable proof of residency and proof of age for their child(ren) to adequately verify the child's eligibility for the VPK program.
- e) Upon verifying the child's eligibility, a VPK Specialist will conduct a face-to-face orientation with the parent that will include, but is not limited to, the following:
 - i) A review of the VPK Child Application to ensure that it has been completed correctly.
 - ii) A review of all eligibility documentation to ensure accuracy and completeness.
 - iii) A review of parental rights and responsibilities which includes, but is not limited to:
 - (1) The right to select VPK program options that meet my child's needs.
 - (2) The right to enroll in either a school year or summer free VPK program.
 - (3) The right to select a VPK program that employs VPK instructors and meets minimum classroom requirements.
 - (4) A right to select a VPK program that follows approved VPK curriculum and guidelines.
 - (5) A right to enroll my eligible four-year-old child in a VPK program.
 - (6) A right to make an informed VPK choice.
 - (7) A responsibility for complying with the date of birth verification requirements.
 - (8) A responsibility for complying with the residential address verification requirements.
 - (9) A responsibility for ensuring my child participates in kindergarten screening.
 - (10) A responsibility for my child's VPK transportation.
 - (11) A responsibility for complying with the provider's/school's attendance and other program policies.

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- iv) A review of other available services, including school readiness services.
 - v) Issuance of Form DEL-VPK-02 (Child Eligibility and Enrollment Certificate) for the eligible child.
 - vi) A description of the process and parental choice of selecting a VPK provider for their child(ren).
- B. Upon selecting their VPK provider of choice, the parent will take their original Child Eligibility and Enrollment Certificate to the provider's location to enroll their child.
 - C. The VPK provider and parent complete Section III. of the Child Eligibility and Enrollment Certificate to certify admission of the child into the respective VPK program.
 - D. VPK providers then finalize the enrollment process by submitting a copy of the completed Child Eligibility and Enrollment Certificate to the Coalition. This form may be submitted by uploaded into EFSM Provider Portal Document Library. If the VPK provider chooses to submit this document by fax, the VPK provider must comply with the confidentiality requirements of Form DEL VPK-20 (Statewide Provider Agreement) and cover/remove the child's social security number, if listed, prior to faxing.
 - E. Upon submission of a Child Eligibility and Enrollment Certificate, VPK Providers may contact the Coalition, to request that it has been received and shall retain the original in the child's file.
 - F. Upon receipt, the Coalition reviews the Child Eligibility and Enrollment Certificate for completeness, enters the data into the EFSM system and then files the Child Eligibility and Enrollment Certificate in the child's file to complete the VPK enrollment process.
 - G. Per Section 1002.71 (4), Florida Statutes, children are allowed only one (1) reenrollment due to extreme hardship or good cause.

PARTIES AFFECTED

All eligible four (4) year old children living in Florida and Osceola County VPK providers.

ASSOCIATED DOCUMENTS / FORMS

DEL-VPK-01 form (VPK Child Application), DEL-VPK-02 form (Child Eligibility and Enrollment Certificate), DEL-VPK-20 form (Statewide Provider Agreement)