

# Registration Instructions for Parents



## TO REGISTER ONLINE:

Visit our website [www.elc-manatee.org/vpk](http://www.elc-manatee.org/vpk) and follow the link to register online. You will be required to scan or fax the appropriate eligibility documents (see below) during the process. Once the application is approved, you will receive an email with a link to view/print your child's Certificate of Eligibility.

## TO REGISTER AT OUR OFFICE:

### 1. Complete the VPK Child Application (either ahead of time or in our lobby)

This application form can be obtained from our website: [www.elc-manatee.org/vpk](http://www.elc-manatee.org/vpk) or in person at the Early Learning Coalition of Manatee County's office.

### 2. Bring the application to the Early Learning Coalition and complete an eligibility interview to obtain your Certificate of Eligibility

The parent/guardian **must** come in person and bring **one item from each** category:

#### **VERIFICATION THAT CHILD IS 4 YEARS OLD** *ON OR BEFORE SEPTEMBER 1 OF CURRENT SCHOOL YEAR*

- a) Original or certified copy of the child's birth record
- b) 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
- c) Insurance policy on the child's life which has been in force for at least 2 years
- d) Valid passport or certificate of the child's arrival in the United States
- e) Immunization record signed by a public health officer or licensed practicing physician
- f) Valid military dependent identification card
- g) Official court documents

#### **VERIFICATION OF FLORIDA RESIDENCY** *P.O. BOXES ARE NOT ACCEPTABLE*

- a) Current utility bill (not cable or cell phone bill)
- b) Current paystub
- c) Current residential rental agreement or receipt from rental payment
- d) Government-issued document (e.g., Florida driver's license, Florida ID card, property tax assessment showing a homestead exemption)
- e) 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 (e.g., permanent change of station)
- f) *If no supporting documents listed above are available, we will accept an affidavit sworn to or affirmed by the child's parent accompanied by a letter from a landlord or property owner which confirms that the child resides at the address shown in the affidavit*

## AFTER RECEIVING CERTIFICATE, ENROLL WITH A VPK PROVIDER:

Decide if the School Year Program (540 instructional hours) or the Summer Program (300 instructional hours) best fits your needs. Once you've selected the program, research and select the certified VPK provider of your choice. Submit the Certificate of Eligibility to that provider to complete registration.

To find certified VPK providers in your area, use the **VPK Facility Locator** tool on our website or use our free **Child Care Resource & Referral** service to receive a list of providers customized to your specific needs.