

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

This form can be obtained from the VPK page of our website: www.elc-manatee.org or in person at the Early Learning Coalition of Manatee County.

STEP 2: Bring the completed application to the Early Learning Coalition to obtain your Certificate of Eligibility and an individualized list of available VPK providers

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 THE 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) 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

VERIFICATION OF FLORIDA RESIDENCY

- a) Utility bill within the last 60 days
- b) Paystub
- c) Residential rental agreement or receipt from rental payment
- d) Government-issued document (e.g., Florida driver's license, Florida identification 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*

STEP 3: Register 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 have selected a program, research and select the certified VPK provider of your choice. Submit the Certificate of Eligibility to that provider to complete registration. A list of certified VPK providers is available using the VPK Facility Locator tool on our website.