

STATE BOARD OF EDUCATION
Consent Item
June 22, 2016

SUBJECT: Approval of Amendment to Rule 6M-8.201, Child Enrollment Procedure for the Voluntary Prekindergarten (VPK) Education Program

PROPOSED BOARD ACTION

For Approval

AUTHORITY FOR STATE BOARD ACTION

Section 1001.213(2), Florida Statutes

EXECUTIVE SUMMARY

The Office of Early Learning (OEL) administers federal and state child care funds and partners with 30 local early learning coalitions to deliver comprehensive early learning services statewide. The office oversees three programs—the School Readiness Program, the Voluntary Prekindergarten (VPK) Education Program, and Child Care Resource and Referral services. OEL is required to submit its proposed rules to the State Board of Education for approval.

The rule establishes the child application and enrollment process for VPK, including acceptable documents to verify proof of residential and age eligibility. The proposed rule revisions update rule language to add clarity, consistency, and remove unnecessary or obsolete information.

Supporting Documentation Included: Proposed Rule 6M-8.201, F.A.C. Forms OEL-VPK 01; OEL-VPK 02; and OEL VPK 07 Parent Handbook

Facilitator: Rodney J. MacKinnon, Executive Director, Office of Early Learning

6M-8.201 Child Enrollment Procedure for the Voluntary Prekindergarten (VPK) Education Program.

(1) Child registration. A parent wishing to register a child in the Voluntary Prekindergarten Education Program must complete and submit Form OEL-VPK 01 (May 2016), titled Voluntary Prekindergarten (VPK) Education Program Child Application, ~~an online application and submit it~~ through the single point of entry (known as the Family Portal) established under Section 1002.53, Florida Statutes (F.S.), and available at the following web address: <https://familyservices.floridaearlylearning.com> ~~https://vpkep.floridaearlylearning.com/~~ using personal means or with assistance available at an early learning coalition. ~~The online application is available in English, Spanish and Haitian Creole.~~ Form OEL-VPK 01 (May 2016), is hereby incorporated by reference and a copy may be obtained as provided in Rule 6M-8.900, F.A.C. or at: _____.

(a) Form OEL VPK 01 SPEE (Single Point of Entry Student Application English), dated August 2014, is hereby incorporated by reference, ~~<https://www.flrules.org/Gateway/reference.asp?No=Ref 04798>, <https://www.flrules.org/Gateway/reference.asp?No=Ref 04798>~~, and is available by following the instructions at the following web address: ~~https://vpkep.floridaearlylearning.com.~~

(b) Form OEL VPK 01 SPES (Single Point of Entry Student Application Spanish), dated August 2014, is hereby incorporated by reference, ~~<https://www.flrules.org/Gateway/reference.asp?No=Ref 04799>, <https://www.flrules.org/Gateway/reference.asp?No=Ref 04799>~~, and is available by following the instructions at the following web address: ~~https://vpkep.floridaearlylearning.com.~~

(c) Form OEL VPK 01 SPEHC (Single Point of Entry Student Application Haitian Creole), dated August 2014, is hereby incorporated by reference ~~<https://www.flrules.org/Gateway/reference.asp?No=Ref 04800>, <https://www.flrules.org/Gateway/reference.asp?No=Ref 04800>~~, and is available by following the instructions at the following web address: ~~https://vpkep.floridaearlylearning.com.~~

(2) Parent Guide and Right to Information. The Voluntary Prekindergarten Parent Guide, Form OEL-VPK 06 , which is incorporated by reference, ~~<https://www.flrules.org/Gateway/reference.asp?No=Ref 04801>, <https://www.flrules.org/Gateway/reference.asp?No=Ref-01648>~~, as incorporated in Rule 6M-8.2011, Florida Administrative Code (F.A.C.) is available by following the instructions at the following website address: ~~https://vpkep.floridaearlylearning.com/~~ <https://familyservices.floridaearlylearning.com>.

(3) Parent Handbook. The Voluntary Prekindergarten Parent Handbook, Form OEL-VPK 07 (~~May 2016~~ August 2014), is hereby incorporated by reference, _____.

<https://www.flrules.org/Gateway/reference.asp?No=Ref 04802>,

<https://www.flrules.org/Gateway/reference.asp?No=Ref 04800>, and is available by following the instructions at the following website address: <https://vpkep.floridaearlylearning.com/> <https://familyservices.floridaearlylearning.com>.

(4) Determining eligibility. The early learning coalition will review information submitted through the Family Portal site to determine each child's eligibility. A child who resides in Florida and attains the age of 4 between February 2 and September 1 may attend VPK either that program year or the subsequent program year. A child cannot attend VPK more than one program year unless granted a reenrollment under Rule 6M-8.210, F.A.C. A child is not eligible for VPK once he or she has been admitted to kindergarten.

(a) Age eligibility. The early learning coalition shall determine if a child is eligible based on the age requirement in Section 1002.53, F.S. by accepting the following documents showing the child's name and date of birth:

1. An original or certified copy of the child's birth record filed according to law with the appropriate public officer;

2. An original or certified copy of the child's certificate of baptism or other religious record of the child's birth, accompanied by an notarized affidavit stating that the certificate is true and correct, sworn to or affirmed by the child's parent;

3. An insurance policy on the child's life which has been in force for at least two years;

4. A passport or certificate of the child's arrival in the United States;

5. An immunization record signed by a public health officer or licensed practicing physician; or

6. A valid military dependent identification card or a federal or state government issued identification card.

7. If no supporting documents listed in subparagraphs (1)(b)1.-6. above are available, a coalition may accept a parent's notarized ~~sworn~~ affidavit of the child's age accompanied by a letter on official letterhead ~~certificate of age~~ signed by a public health officer or physician stating that the child's age shown in the affidavit is true and correct.

(b) Residential Eligibility. To be eligible for VPK, a child must reside in Florida ~~while attending the VPK program~~. The early learning coalition shall keep a record of at least one of the following supporting documents that shows the name and residential address of a parent with whom the child resides:

1. Utility bill (electric, gas, water), cable, or home phone bill dated within 12 months of the date the child application is submitted;

2. Pay stub dated within 12 months of the date the child application is submitted;

3. Residential rental agreement or receipt from rental payment dated within 12 months of the date the child application is submitted;

4. Government-issued document (for example e.g., Florida driver's license, Florida identification card, property tax assessment showing a homestead exemption); ~~or~~

5. 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;

6. Federal government order showing that the child's parent is a federal employee assigned to work in Florida when the child attends the VPK program;

7. A Florida Migrant Education Program Certificate of Eligibility (COE) Form from the Florida Department of Education;

~~8.6.~~ If no supporting documents listed in subparagraphs (2)(b)1.-~~75.~~ above are available, a coalition may accept an notarized affidavit sworn to or affirmed from by the child's parent accompanied by a letter from a landlord, ~~or~~ property owner, or property leasee which confirms that the child resides at the address shown in the affidavit; ~~or~~

~~9.7.~~ If no supporting documents listed in subparagraphs (2)(b)1.-~~86.~~ above are available for a child ~~or youth~~ who is experiencing homelessness as defined in Section 1003.01(12), F.S., a coalition shall document residency based on other supporting documents showing that the child ~~or youth~~ who is experiencing homelessness and resides in Florida (For example e.g., letter from a homeless shelter, homeless referral, or notarized statement affidavit sworn to or affirmed from by the child's parent).

(c) Eligibility for VPK Specialized Instructional Services. Eligibility for VPK Specialized Instructional Services (VPK SIS) in lieu of a traditional VPK education program, requires that the child must have a disability and a current individual educational plan (IEP) developed by the local school district. The coalition shall keep a record of the child's IEP, and ensure that the VPK Specialized Instructional Services sought are consistent with the child's IEP. Rule 6M-8.500, F.A.C., sets forth the requirements for participation in VPK Specialized Instructional Services.

(5) Early Learning Coalition Responsibilities.

(a) The early learning coalition will review documentation submitted via the Family Portal single point of entry, determine the eligibility of each child for VPK, and manage the eligibility process through the Family Portal single point of entry.

(b) When the early learning coalition has verified the eligibility of a child for VPK, and the provider has enrolled the child in their VPK program, a coalition must complete a child's enrollment in the statewide information system by recording an association between the child and the child's VPK provider.

(c) An early learning coalition shall coordinate with the Department of Children and Families to keep the current profiles of VPK providers in the coalition's geographic region current on the VPK web portal of the Child Care Information System administered by the Department of Children and Family Services at found on the Internet website: <https://cares.myflfamilies.com/PublicSearch>~~http://def.sanswrite.state.fl.us/childcare/provider~~.

(d) The early learning coalition shall assist all parents who present themselves or contact the early learning coalition with available information to help the parent make informed decisions. This information may be provided in person or through online resources and shall include including:

1. The Voluntary Prekindergarten Parent Guide.
2. The Voluntary Prekindergarten Parent Handbook.
3. Information about different VPK program types.

4. Assistance navigating pProfiles of VPK providers in the coalition's geographic region through the Child Care Information System website. The early learning coalition shall keep the profiles of VPK providers its geographic region current and offer assistance in navigating the Department of Children and Families (DCF) website: <http://def.sanswrite.state.fl.us/Childcare/provider/> to locate the "VPK profile" link available on each provider's reference page. The VPK profile includes an active link to the provider's readiness rate, the start date, hours per day, days available, and separated by school year or summer program—classroom hours and beginning and ending dates for each class, lead teacher credential, class instructor to student ratio, and name of curriculum selected.

(e) The early learning coalition shall make available the use of technology at the early learning coalition or contracted service provider to all parents who present themselves requesting assistance with completing the Voluntary Prekindergarten (VPK) Education Program Child Application (Form OEL-VPK 01) on the Family Portal.

(6) Enrollment. A VPK provider may only enroll a child in the VPK or VPK SIS program after the early learning coalition determines that the child is eligible for the program. A VPK provider shall collect from the child's parent and complete the remainder of Form OEL-VPK 02, <https://www.flrules.org/Gateway/reference.asp?No=Ref-04802>, titled Child Eligibility Certificate of Eligibility (May 2016~~October 2014~~) or Form OEL-VPK 04 _____, as incorporated by Rule 6M-8.210, F.A.C, titled Certificate of Eligibility for Reenrollment.

Both forms are generated by the Family Portal after the early learning coalition determines the child is eligible. The VPK provider shall complete the remainder of the form and submit verification of the completed form ~~Form OEL-VPK 02, <https://www.flrules.org/Gateway/reference.asp?No=Ref 04802>~~, to the early learning coalition to finalize the child's enrollment with that VPK provider. Form OEL-VPK 02, <https://www.flrules.org/Gateway/reference.asp?No=Ref 04802>, is hereby incorporated by reference and may be obtained as described in Rule 6M-8.900, F.A.C. or at _____.

~~(a) The VPK provider admitting the child must submit the child's certificate of eligibility generated by the SPE system and the child's assigned VPK class, or approved VPK SIS provider as applicable, to the coalition to enroll an eligible child.~~

~~(a)(b)~~ For children enrolling into the VPK SIS program, an early learning coalition and VPK SIS providers will adhere to the Rule 6M-8.500, F.A.C.

~~(b)(c)~~ A coalition must allow a VPK provider to enroll a child who resides in a Florida county other than the county where the provider's VPK site is located. If the county listed on Form OEL-VPK 02 or Form OEL-VPK 04 is different than the county where services will be provided, the early learning coalitions shall coordinate to change the county of services on the child's application in the Family Portal to the correct county (if the child has not yet attended VPK). After eligibility for the VPK program is determined by an early learning coalition, no further resubmission or reverification of age and residential eligibility documentation is required.

~~(c)(d)~~ A VPK provider may only enroll a child with the coalition of the county where the provider's VPK site is located, regardless of the county in which the child resides.

~~(d)(e)~~ A coalition, upon receipt of completed Form OEL-VPK 02 or Form OEL-VPK 04, <https://www.flrules.org/Gateway/reference.asp?No=Ref 04802>, shall complete a child's enrollment in the statewide information system by recording an association between the child and the child's selected VPK provider.

~~(e)~~ For parents requesting to reenroll his or her child in the VPK program, early learning coalitions shall adhere to the requirements in Rule 6M-8.210, F.A.C.

Rulemaking Authority 1001.213(2), 1002.75(2), 1002.79 FS. Law Implemented 1002.53(4), (5), 1002.75(2)(a), (b), 1002.82(2)(n) FS. History--New 1-19-06, Amended 5-24-07, Formerly 60BB-8.201, Amended 1-1-15- Amended _____.



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM

Child Application

SAMPLE

I. CHILD AND PROGRAM INFORMATION <i>(Fields marked with * are required and must be completed)</i>				
VPK Program Year*	Desired VPK Session* <input type="checkbox"/> School year (540 hours) <input type="checkbox"/> SIS school year <input type="checkbox"/> Summer (300 hours) <input type="checkbox"/> SIS summer		Preferred Program Setting <input type="checkbox"/> Private provider <i>(child care, private school, faith-based)</i> <input type="checkbox"/> Public school	
Child First Name*	Child Middle Name	Child Last Name*		Child Suffix
Date of Birth*	Gender* <input type="checkbox"/> Male <input type="checkbox"/> Female	Social Security Number¹	Primary Language Spoken in Household	
County of Services*	Ethnicity* <input type="checkbox"/> Hispanic <input type="checkbox"/> Prefer not to answer <input type="checkbox"/> Non-Hispanic		Race* (check all that apply) <input type="checkbox"/> Asian <input type="checkbox"/> Hawaiian/Pacific <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> US Indian/Alaskan <input type="checkbox"/> Prefer not to answer	
Has this child previously participated in a VPK program?* <input type="checkbox"/> Yes <input type="checkbox"/> No		Has this child been admitted to kindergarten?* <input type="checkbox"/> Yes <input type="checkbox"/> No		
<small>¹ Submitting your child's social security number on this form: Your child's social security number is not required but requested under s. 119.071(5)(a)2., F.S., for use in the records and data systems of the Office of Early Learning, Department of Education, school districts and early learning coalitions. If you submit your child's social security number, it will be used for routine identification of your child and for correlating your child's results on the statewide kindergarten screening to the provider or school that serves your child in the VPK program for purposes of assigning the provider or school a kindergarten readiness rate under s. 1002.69, F.S.</small>				
II. PARENT INFORMATION <i>(Fields marked with * are required and must be completed)</i>				
Parent First Name*	Parent Middle Name	Parent Last Name*		Parent Suffix
Relationship to Child* <input type="checkbox"/> Parent / Step Parent <input type="checkbox"/> Guardian	<input type="checkbox"/> Relative <input type="checkbox"/> Foster Care <input type="checkbox"/> Other	Gender* <input type="checkbox"/> Male <input type="checkbox"/> Female	Primary Contact Number*	Secondary Contact Number
Preferred Method of Contact <input type="checkbox"/> Primary Contact Number <input type="checkbox"/> Mailing Address		<input type="checkbox"/> Email Email*		
Parent Address (Same as Child Address)*		City*	County*	Zip Code*
OTHER PARENT INFORMATION (IF APPLICABLE)				
Parent 2 First Name	Parent 2 Middle Name	Parent 2 Last Name		Parent 2 Suffix
Parent 2 Relationship to Child <input type="checkbox"/> Parent / Step Parent <input type="checkbox"/> Relative		<input type="checkbox"/> Foster Care <input type="checkbox"/> Other <input type="checkbox"/> Guardian	Parent 2 Address <input type="checkbox"/> Same address as child address <input type="checkbox"/> Other <input type="checkbox"/> Different than child address	
III. ELIGIBLY DOCUMENTATION <i>(Fields marked with * are required and must be completed)</i>				
Age Eligibility Supporting Documentation Provided*		Residential Eligibility Supporting Documentation Provided*		
IV. CERTIFICATION				
By signing this form I certify that:				
<ul style="list-style-type: none"> - I have had the opportunity to review the VPK parent handbook and the parent guide. - I have examined this application and, to the best of my knowledge and belief, the information provided is true and correct. - Upon enrollment of my child in the VPK program, I understand that my child will participate in the statewide kindergarten screening to determine readiness for kindergarten. - I understand that transportation for the VPK program is my responsibility. - I understand that it is my responsibility to locate an eligible VPK provider or school and enroll my child with the provider or school. - I understand I have the right to review all provider profiles in the county by contacting the early learning coalition. - I understand that I may enroll my child in a school-year program (540 instructional hours), or a summer program (300 instructional hours), or VPK-SIS program, if applicable. - I understand that I must follow the provider's or school's attendance policy and verify my child's attendance each month. - I understand that my child may reenroll only once in a VPK program, unless granted a good cause exemption (Section 1002.71, Florida Statutes). - I understand that my child will not receive the full number of program hours, when I enroll my child in the VPK program after instruction has begun. - I understand that upon the approval of my child's application, I will receive notification that my certificate of eligibility is available. - I understand my child cannot attend VPK once he or she has been admitted to kindergarten. 				
Parent Signature			Date Signed	



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM

Child Certificate of Eligibility

SAMPLE

I. CHILD CERTIFICATE OF ELIGIBILITY *(Issued by Early Learning Coalition, through the Family Portal)*

1. VPK program year	2. Certificate number	3. Certificate issue date	4. Parent email address
5. Parent name		6. Primary contact number	7. Secondary contact number
8. Child's full name		9. Child's date of birth	10. County

II. ADMISSION BY PROVIDER OR SCHOOL *(Jointly Prepared by Provider or School AND Parent or Guardian)*

11. Name of provider or school		12. Telephone	
13. Address of VPK site		14. VPK class (optional)	15. Date child will begin attendance
The provider or school certifies that it admits the child (item 8) for enrollment in the VPK program and agrees to deliver the program for the child.		I certify that I choose the provider or school (item 11) to deliver the VPK program for my child and direct that program funds be paid to the provider or school for my child.	
16. Signature of authorized representative for provider or school	17. Date	18. Parent signature	19. Date

III. ENROLLMENT SUBMISSION AND CONFIRMATION *(Submitted by Provider or School)*

<p>TO PROVIDER OR SCHOOL: Contact the coalition upon enrollment of the child for payment. The Early Learning Coalition may issue a confirmation number for payment (below).</p>	<p>TO CONTACT THE COALITION FOR PAYMENT:</p>
	<p>IS YOUR CONFIRMATION NUMBER (IF APPLICABLE)</p>

NOTICE TO PRIVATE PROVIDER OR PUBLIC SCHOOL: A private provider or public school must keep each original signed form for at least 5 years. A private provider must permit the early learning coalition, and a public school must permit the school district, to inspect the original signed forms during normal business hours. If required by the early learning coalition, a signed copy of this certificate must be forwarded to the coalition or a qualified contractor acting on behalf of the coalition.

Voluntary Prekindergarten Parent Handbook



OFFICE OF

Early Learning

LEARN EARLY. LEARN FOR LIFE.

What is Voluntary Prekindergarten (VPK)?



Voluntary prekindergarten (VPK) is a legislatively mandated program designed to prepare every 4-year-old in Florida for kindergarten and build the foundation for their educational success. VPK gives each child an opportunity to perform better in school and throughout life with quality programs that include high literacy standards, accountability, appropriate curricula, substantial instruction periods, manageable class sizes and qualified instructors. All eligible children are entitled to participate in one of three VPK program options.

VPK Vision

That Florida's children are eager to learn and ready to succeed when they enter kindergarten.

VPK Mission

To ensure that all children are intellectually, socially, emotionally and physically ready to enter school and ready to learn, fully recognizing the crucial role of parents as their child's first teacher.

Highlights of the VPK program

- High-quality educational program with an early literacy focus.
- **Free** for all children 4 years old on or before Sept. 1 who reside in Florida. Parents whose children are born from Feb. 2 through Sept. 1 of a calendar year may choose to enroll their child in VPK either that year or the next.
- Parent choice is a priority, so both private and public providers participate.

Parents' Rights



As a parent, you have the right to make an informed VPK choice using one of the following methods:

- If you have internet access, visit the Department of Children and Families (DCF) website <https://cares.myflfamilies.com/PublicSearch> to review VPK profiles of each private provider and public school you are considering.
- Contact your early learning coalition (ELC). ELCs work within all communities in Florida to implement early learning support services. Your ELC has additional information about the VPK program and application process. ELC contact information can be found at www.floridaearlylearning.com or by calling 1-866-357-3239 (TTY:711).
- If you do not have internet access, you may view a copy of the profiles of each VPK provider and school in your county at your local ELC.
- You may also contact your local Child Care Resource and Referral (CCR&R) office to receive a customized list of VPK providers in your area that meet the needs of your family, as well as information about other community resources. CCR&R services are free to anyone residing in or seeking early learning services in Florida. For the number of your local CCR&R, please call the Office of Early Learning toll free: 1-866-357-3239 (TTY: 711).

Parent choice is a priority for the VPK program. You can choose from different educational settings and various program options. Providers must meet VPK programmatic and quality standards and include family child care homes, private centers, public schools, faith-based programs and specialized instructional services providers.

As a parent, you have the right to select one of three VPK program options to meet your needs.

- *School-year program* – provides 540 hours of instruction with class sizes of no more than 20.
- *Summer program* – includes 300 instructional hours and class sizes no more than 12; children may participate in VPK the summer before the school year in which the child will attend kindergarten.
- *VPK Specialized Instructional Services* – for eligible children with special needs, where certified or licensed professionals provide instruction or therapy in individual or small group settings. The child must have a current individualized educational plan (IEP) from a local school district.

Services vary based on the program you select. VPK providers choose the structure for the hours per day and days per week to meet the instructional hours required.

As a parent, you have the right to enroll your child in a VPK program that guarantees the following:

- An approved VPK program with no cost to you for the VPK hours of operation.
- Participation in the school-year, summer or specialized instructional services program.
- The choice of paying for extended day services or “wraparound” care if the VPK provider you select offers it. Wraparound care is any care the provider offers in addition to regular VPK hours.

VPK is **free** for eligible children. Providers are not permitted to charge a registration fee or require you to agree to any additional services or wraparound services as a condition of enrolling in VPK. State law does not, however, prohibit a provider from charging fees for programs or care that is not part of the VPK program (e.g., late charges, meals/snacks, field trips, extended care or wraparound care). If field trips are part of a VPK day, providers may request that a parent contribute, but not require them to do so. The provider must also have an alternative activity for a child who does not attend a field trip. Before finalizing your selection, review the VPK provider’s discipline and attendance policies to learn about program policies and practices.

As a parent, you have the right to know that a VPK provider meets the following required standards:

- Private VPK providers must have a director with a VPK director credential.
- Private VPK providers must be licensed (child care, family child care home or large family child care home); be exempt from licensure (certain private schools or faith-based providers); or be accredited by an approved accrediting association.
- Specialized instructional services providers must be licensed or certified professionals. Check with your ELC for more detailed information.

During your selection, consider visiting the DCF website: <https://cares.myflfamilies.com/PublicSearch> or calling your ELC office to confirm the program is eligible.

As a parent, you have the right to know that a VPK program employs qualified VPK instructors and meets minimum classroom requirements, including

- Every lead VPK instructor must have at a minimum a Child Development Associate (CDA) Credential for the school-year program or a bachelor's degree or higher in certain education-related programs for the summer program.
- VPK classroom ratios must be one instructor to every 11 children in the school-year program and one to 12 in the summer.
- VPK class size must not exceed 20 children in the school-year program.
- VPK class size must not exceed 12 children in the summer program.

Teacher qualifications are important to delivering high-quality instruction and VPK instructors must meet minimum education standards. Ratio and group size are also quality indicators. As part of making your decision, ask potential VPK providers about teacher qualifications and classroom requirements.

As a parent, you have the right to select a VPK program that delivers high-quality instruction including

- A curriculum that is developmentally appropriate with a focus on early literacy skills.
- A program that prepares your child to be ready for kindergarten based on the standards adopted by the State Board of Education for use in VPK.

To best meet the needs of each child and prepare them for future school success, VPK curriculum must be individually and age appropriate and aligned with state performance standards. State performance standards provide guidelines to teachers about what children should know and be able to do in order to help plan instructional activities for your child. Instructional activities involve engaging in child-initiated and teacher-directed play opportunities. When making decisions about the best VPK provider for your child, ask about curriculum and planned activities to determine if the program activities meet your expectations about quality early learning practices.

As a parent, you have the right to enroll your 4-year-old in a VPK program (subject to the provider's or school's agreement to admit your child), including families

- Who have a child with a disability. While IEPs are not required to be served in VPK, VPK providers **are** required to make their programs accessible to children with disabilities under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
- In the military, temporarily based in Florida.
- Who may be displaced due to a hurricane or other natural disaster or are temporarily homeless.

The only residency requirement is that children live in Florida during the time they are attending VPK. This means that 4-year-old children living in Florida temporarily are eligible for services.

As a parent, you have the right to withdraw your child from VPK at any time. You may also have the right to re-enroll your 4-year-old in another VPK program under specific conditions:

- A parent may apply for an extreme hardship re-enrollment for his/her eligible child in the summer program if his/her child has not completed more than 70 percent of the school-year VPK hours.
- A parent may re-enroll his/her eligible child within the same program type, as long as the child has not completed more than 70 percent of VPK hours.

VPK is a program in which parents of eligible 4-year-old children can voluntarily enroll their child for services. If you have any questions about eligibility, contact your ELC or the Office of Early Learning toll free: 1-866-357-3239 (TTY:711).

Parents' Responsibilities



As a parent, you have the responsibility to comply with *date-of-birth verification requirements* by providing a copy of at least one of the following approved supporting documents that show your child's name and date of birth:

- An original or certified copy of your child's birth record.
- An original or certified copy of your child's certificate of baptism accompanied by an affidavit sworn to by the child's parent that the certificate is correct.
- An insurance policy on your child's life that is in force for at least two years.
- A religious record of the child's birth accompanied by an affidavit sworn to by the child's parent that the record is correct.
- A passport or certificate of arrival in the United States.
- An immunization record signed by a health officer or doctor.
- A valid military dependent identification card or federal, state or local government identification card.
- A parent may submit a notarized affidavit of the child's age accompanied by a certificate of age.

Parents must provide documentation to prove their child meets the VPK age requirements. A child must be 4 years of age on or before Sept. 1 to be eligible for VPK. Parents whose children are born from Feb. 2 through Sept. 1 in a calendar year may choose to enroll their child in VPK that year or the next. If you have questions about VPK age requirements, contact your ELC or the Office of Early Learning toll free: 1-866-357-3239 (TTY:711).

As a parent, you have the responsibility to comply with *residential address verification requirements* by providing a copy of at least one of the following supporting documents that show the name and residential address of the parent with whom the child resides:

1. Utility, cable or home phone bill.
2. Pay stub.
3. Residential rental agreement or receipt for rental payment.
4. Government-issued document (e.g., driver's license).
5. Military order issued to the parent, if the parent is a service member of the United States Armed Forces, showing that the parent will reside in Florida when the child attends VPK.
6. Federal government order showing that the child's parent is a federal employee assigned to work in Florida when the child attends the VPK program.

7. Florida Migrant Education Program Certificate of Eligibility (COE) Form from the Florida Department of Education.
8. Notarized affidavit by the parent of the child's residential address if accompanied by a letter from landlord confirming the child resides at the same address shown in the parent's affidavit.
9. Documentation of residency for a homeless child based on other documents (e.g., letter from a homeless shelter).

Parents must provide documentation to prove that their child lives in Florida when they complete the VPK application. A child living in Florida is eligible for VPK with the proper documentation for eligibility. If you have any questions about residency requirements, contact your ELC or Office of Early Learning toll free: 1-866-357-3239 (TTY:711).

As a parent, you are responsible for your child's VPK transportation.

- Parents are responsible for their child's transportation to and from the VPK program.

Some VPK providers may offer transportation services at a cost. You may want to explore these options before choosing a VPK provider.

As a parent, you are responsible for complying with the VPK attendance and other program policies.

- Parents have the responsibility to comply with the attendance policies for the VPK program in which their child is enrolled.
- Parents have the responsibility to comply with all of the VPK provider's policies (e.g., discipline, late fees).

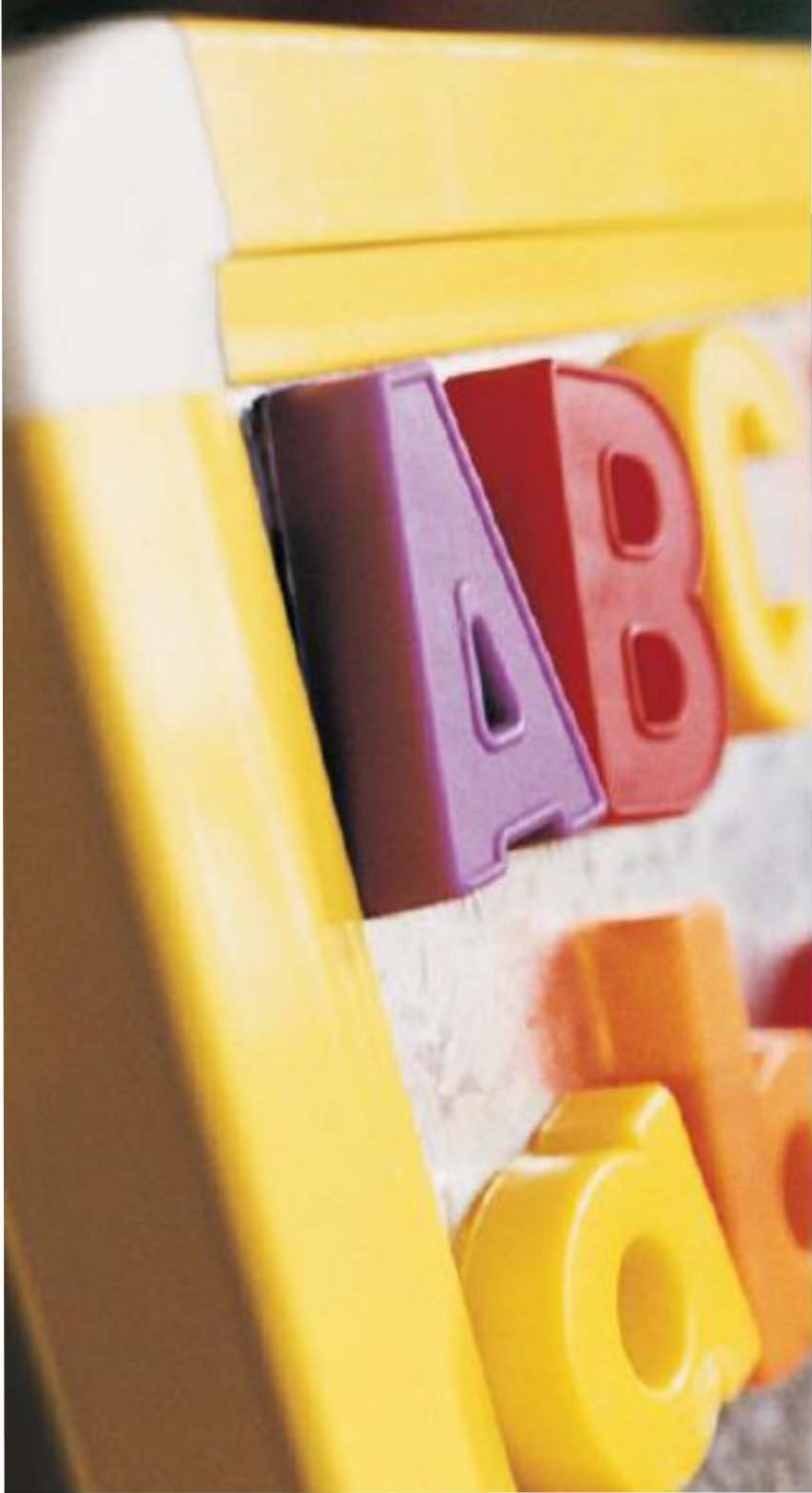
Providers have individual policies related to attendance, discipline and late fees. You should become familiar with policies that apply to children in VPK before enrolling your child.

As a parent, you are responsible for understanding how the VPK program interacts with the Gardiner Scholarship.

- Participating in the Gardiner Scholarship program (formerly PLSA) cancels your child's eligibility for VPK, including VPK specialized instructional services.
- Parents considering the Gardiner Scholarship should weigh the effect on VPK eligibility prior to acceptance.



Information Resources



Early Learning Coalition (ELC)

ELCs have additional information on VPK, including application procedures and dates to apply in your county. **1-866-357-3239 (TTY: 711)** www.floridaearlylearning.com.

Office of Early Learning

The Office of Early Learning provides state-level support and direction for implementing the VPK program as well as other early learning programs. **1-866-357-3239 (TTY: 711)** www.floridaearlylearning.com.

Department of Children & Families (DCF)

The Department of Children and Families regulates licensed child care facilities, licensed family child care homes and facilities that care for mildly ill children in 60 of Florida's 67 counties. **1-866-762-2237 (TTY: 711)** <https://cares.myflfamilies.com/PublicSearch>.

Florida Abuse Hotline

The Florida Abuse Hotline provides a full spectrum of services, from parenting classes and respite care to transportation and child care. The goal is to keep children safe with their own families when possible. **1-800-96-ABUSE** or **1-800-962-2873** www.dcf.state.fl.us/abuse.

Florida's Early Steps Directory

This directory provides statewide information and referral services to families of children with disabilities and special health care needs. Resource specialists provide answers and/or possible choices for services in your community and education. **1-800-218-0001** www.floridahealth.gov.

Florida KidCare

Florida KidCare is the health insurance program for uninsured children younger than age 19. **1-888-540-5437 | TTY 1-877-316-8748** www.floridakidcare.org.

2-1-1

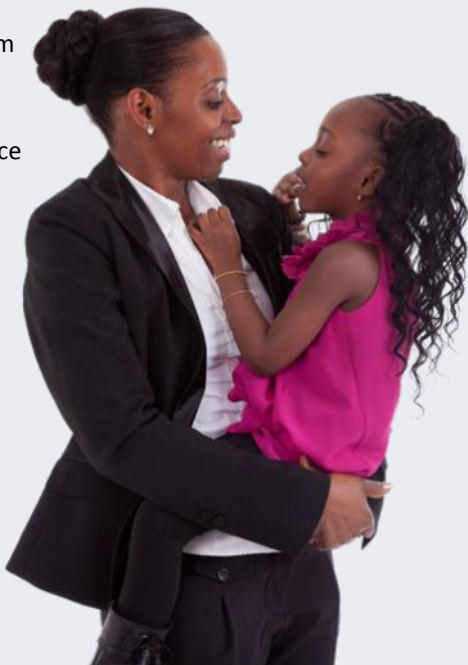
2-1-1 is a national information and referral service that provides information and referrals to human services resources such as crisis intervention services, support groups, financial assistance and job training. **Dial 211** www.211.org.

PARENTS' RIGHTS

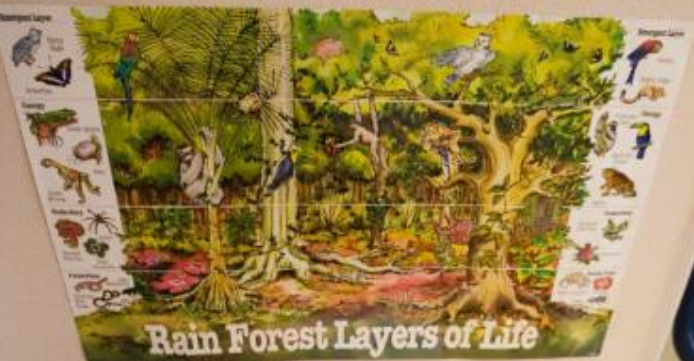
- ☑ As a parent, I have the right to enroll my eligible child in a free school-year or summer VPK program.
- ☑ As a parent, I have the right to select VPK program options that meet my child's needs.
- ☑ If I have a 4-year-old with special needs who has an IEP from a local school district, my child may be eligible for VPK specialized instructional services.
- ☑ As a parent, I have the right to make an informed VPK choice.
- ☑ As a parent, I have the right to select a VPK program that employs VPK instructors and meets minimum classroom requirements.
- ☑ As a parent, I have the right to select a VPK program that follows approved VPK curriculum and guidelines.

PARENTS' RESPONSIBILITIES

- ☑ As a parent, I am responsible for complying with date-of-birth verification requirements.
- ☑ As a parent, I am responsible for complying with residential address verification requirements.
- ☑ As a parent, I am responsible for my child's VPK transportation.
- ☑ As a parent, I am responsible for complying with the provider's attendance and other program policies.
- ☑ As a parent, I am responsible for understanding how the VPK program interacts with the Gardiner Scholarship.



Writing



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250 Marriott Drive, Tallahassee, FL 32399

Toll free: 866-357-3239 (TTY: 711)

Form OEL-VPK 07 (May 2016)

Rule 6M-8.201, F.A.C.