



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	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><b>TO PROVIDER OR SCHOOL:</b> Contact the coalition upon enrollment of the child for payment. The Early Learning Coalition may issue a confirmation number for payment (below).</p>	<p><b>TO CONTACT THE COALITION FOR PAYMENT:</b></p>
	<p><b>IS YOUR CONFIRMATION NUMBER (IF APPLICABLE)</b></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 from the date of the last payment for that fiscal year or until the resolution of any related audit findings or any related litigation, whichever occurs last. 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.