



## Voluntary Pre-Kindergarten Parent Tip Sheet

- Family Portal website:
  - <https://familyservices.floridaearlylearning.com/Account/Login> or <http://www.elcpalmbeach.org/> (click link on top of page)
- If you are a **NEW USER** to the website:
  - Register for a Family Portal Account. You must have access to your email to validate your account and start an application.
- If you are a **RETURNING USER** to the website:
  - Log in and “Create a New VPK Application” from the Family Profile page.
- For the VPK application, you will need the following:
  - *A valid email address*
  - *Proof of Child’s Age;*
    - examples: Birth Certificate OR passport OR an immunization record signed by a public health officer or by a licensed practicing physician
  - *Proof of Residence*
    - Driver’s License OR Utility bill OR signed lease agreement
- Once the VPK application is submitted:
  - You will receive an email notification within 5-7 days that your application has been approved or rejected.
    - If your application is rejected, you must correct the application and resubmit it for approval.
  - Once approved, you can print your VPK certificate from any printer by accessing your Family Portal account.
    - You will need your email address and password to log into the Family Portal account.
  - Submit your VPK Certificate to the provider of your choice.
    - **VPK program only allows one (1) VPK Provider transfer. Please choose your provider carefully!**
      - *Please check with your VPK provider once you have made your selection for any additional information regarding their program.*

If you need assistance selecting a provider, our CCR&R Specialists can assist by providing a list of VPK providers in your area. For assistance please call 561-514-3300.