

**VPK Pilot Project Child Enrollment Checklist**

1. \_\_\_ **AWI-VPK 01P:** VPK Education Program Child Application and Provider Admission form
  
2. \_\_\_ **Proof of Child's Age** (*check circle of item collected*)
  - A duly attested transcript of the child's birth record (birth certificate) Note: birth certificate must be an official document
  - A duly attested transcript of a certificate of baptism or other religious record accompanied by an affidavit sworn to by the parent.
  - A duly attested transcript of the child's birth record (birth certificate) Note: birth certificate must be an official document
  - An insurance policy on the child's life that has been in force for at least 2 years.
  - A passport or certificate of arrival in the United States showing the age of the child.
  - A copy of the blue Florida immunization record indicating the date of birth, signed by a public health officer or by a licensed practicing physician.
  - A valid military dependent identification card
  - If none of the evidential documents listed above can be produced, an affidavit of age sworn to by the parent, accompanied by a certificate of age signed by a public health officer or by a licensed practicing physician which states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct may be accepted.
  
3. \_\_\_ **Proof of Florida Residency** (*check circle of item collected*)
  1. Includes the parent's name
  2. The *parent's current physical address*
  3. MATCH the address listed on the VPK application
  4. NOT be a Post Office Box
  5. Be one of the items listed below
  - Utility bills (if mailed to a P.O. Box, it will *normally* also contain the service address, if NO service address is listed then we will NOT able to accept as proof of current physical residency)  
Acceptable: Electric, water, sewage, gas, cable, satellite or phone bills in the parent's name.  
NOT Acceptable: Cell phone, credit card of any kind, anything NOT in the parent's name.
  - Pay stub
  - Residential rental agreement or receipt from rental payment
  - Current Government documents (e.g. property tax assessment showing homestead exemption, or FL ID / Driver's License)
  - Military order showing that the child's parent is a service member in the US Armed Forces and is assigned to duty in Florida when the child attends the VPK program (e.g., permanent change of station)
  - **If none of the evidential documents listed above can be produced, an affidavit of residency sworn to by the parent, accompanied by a letter from a landlord or property owner which confirms that the child resides at the address shown in the affidavit may be accepted.**
  - If none of the evidential documents listed above can be produced for a homeless child, a letter from a homeless shelter or affidavit sworn to by the child's parent may be accepted to document residency showing that the child is homeless and resides in Florida.
  
4. \_\_\_ **Proof Guardianship** (if #24 on VPK application indicates that the child lives with someone other than the parent/step-parent, then proof of guardianship is also required).
  
5. \_\_\_ **VPK Parent Handbook Sheet** (This forms certifies that parent has received their VPK Parent Handbook and Orientation).

**DON'T FORGET TO...**

- ° Complete the child's classroom & start date!!!
- ° Make sure that ALL fields are completed on the Child Application (SSN & Section III are the only options fields)