

# Enrollment Voluntary PreK (VPK) 2023-2024!!

Email ELC's approved certificate to [chesnee.layne@lcsb.org](mailto:chesnee.layne@lcsb.org) or [tanice.odom@lcsb.org](mailto:tanice.odom@lcsb.org).

**Step 1:** Go to the following website to enroll your child in VPK – <http://www.elcbigbend.org/Parents/Voluntary-PreKindergarten-VPK>

**Step 2:** Click on, "Click here to start your VPK application"

**Step 3: Family Portal Account Logon**

- If you currently have an account, simply enter your username and password.
- If you do not have an account with the Office of Early Learning, press "click here to register for a new account."

**Step 4:** To register for an account, follow the directions on the screen. Enter your email address (as your user name) and enter a password of your choice that you can remember. **If you do not have an email account you can set one up on this screen with the links provided to Gmail, Outlook, or Yahoo.**

**Step 5:** Fill in the account information.

**Step 6:** Click on **Register My Account**

**Step 7:** Registration Step Two will provide directions. Please read the instructions on the screen. At this point a message will be sent to your email address. Once you receive the email, click on [Activate My Account](#) to activate your account with the office of Early Learning.

You will then get a message saying: **You have successfully activated your Family Portal account. Click Continue to create an application for the Voluntary Prekindergarten Education or School Readiness Program.**

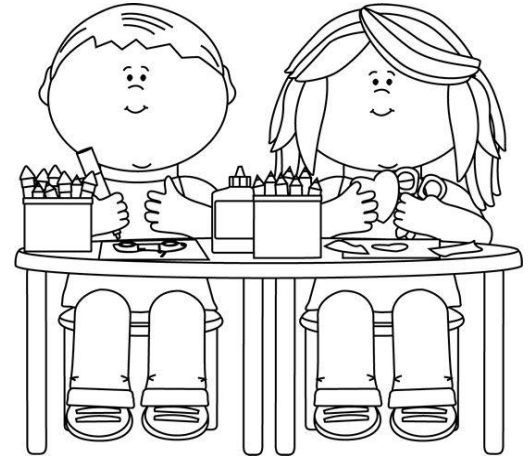
**Step 8:** Click on **Continue**

**Step 9:** Click on **Create a new VPK application.** Read the Introductions and Instructions and click on **Continue.**

**Step 10:** Fill out the requested information in Steps 1-6 on the screen. To advance to each step, click on **Next Step.** Be sure to certify and submit your application once all six steps are completed.

After the Early Learning Coalition reviews your request, along with the required documentation, you will receive an email saying whether your application has been approved or denied.

If your application is **approved**, you will then print the VPK Certificate and take it to the VPK provider of your choice.



## **The following documentation is required for enrollment with LCSB VPK;**

- 1.** An approved VPK certificate issued by the Early Learning Coalition of the Big Bend NOT the school district. If there is a problem with your certificate, you'll contact ELC of the Big Bend. The school district does NOT approve or deny certificates.
  - 2.** Copy of child's Birth certificate
  - 3.** Current Immunization record
  - 4.** Current (within last year) well-child check-up/physical
  - 5.** There will be additional paperwork to fill out. A fee of \$50/week is charged for attending extended school day AFTER VPK hours. Please let office know when emailing certificate.
- Pre-K children are placed by District Pre-K Office. Class size ratios must be followed for VPK; therefore, a wait list is maintained. Space is limited. Home zoned children are placed first. Out-of-zone children will be placed if space is available.