

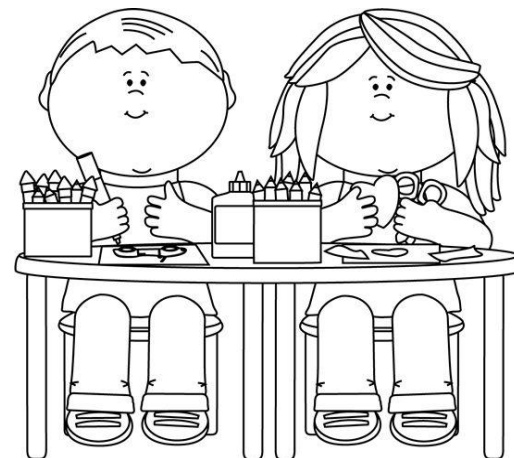
# Voluntary PreK (VPK) Enrollment for 2017-2018

***We will begin taking VPK Certificates now, space is limited***

**Step 1:** Go to the following website to enroll your child in VPK – [www.elcnwf.org](http://www.elcnwf.org)

**Step 2:** At the bottom of the page, Click on

APPLY FOR CHILD CARE  
ASSISTANCE OR VPK



**Step 3: Family Portal Account Logon**

- If you currently have an account, simply enter your username and password. Click on **Log On** go to **Step 9**.
- If you do not have an account with the Office of Early Learning, click on [Click Here](#) to register for an 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.

## **To Enroll Your Child in VPK with the Calhoun County School Board** ***We are taking VPK Certificates now, space is limited***

Bring your VPK certificate to Special Programs Office at 20448 NW Pennington Avenue in Blountstown.

There will be additional paperwork to fill out.

If you have any questions, please call Jackie House at 850-674-8734 ext. 228.

### **IMPORTANT HELPFUL INFORMATION**

- If you need additional assistance please call 1-866-277-9077 or 850-747-5400 and press Option #1.