

**Voluntary Prekindergarten (VPK) Program
Registration Procedures/Guidelines
TITLE I SCHOOLS
2012 – 2013**

Continuation of the state-funded Voluntary Prekindergarten (VPK) Program will begin on August 20, 2012 with the opening of schools. VPK funding will continue to provide a 3-hour program (8:20 a.m. – 11:20 a.m.). The Enrichment Program portion of the day (11:20 a.m. – 1:50 p.m.), will be funded by Title I Administration in Title I schools.

The following guidelines and registration procedures are provided to Title I schools to assist with the 2012 – 2013 VPK registration process.

VPK Registration Process

Important Dates:

- April 9, 2012: Schools hold VPK Lottery. The **Certificate of Eligibility (COE) is not needed for participation in the lottery.**
- April 9-11, 2012: Schools send notification to parents of selected and unselected children.
- April 30, 2012: Last day for parents of lottery- selected students to submit signed original Certificate of Eligibility to schools to finalize registration.
- April 30-May 4, 2012: Schools submit copies of the COE's to Office of Early Childhood Programs.

Requirements for Student Eligibility and Initial School Entry:

- Attain age 4 on or before September 1, 2012;
- Reside in school attendance area;
- A Student Health Examination, DH or Form 3040, performed within the 12 months prior to initial entry into a Florida school. Include Tuberculosis Clinical Screening and/or a PPD, and follow-up if necessary;
- Certificate of Immunization: DH-Form 680, should be accepted on white or blue paper. Forms may be completed by hand or printed from the Florida State Health Online Tracking System (Florida SHOTS). If there is a religious exemption from immunizations, the parent/guardian must submit DH-Form 681;
- Documentation showing proof of age (original birth certificate or other documents as stated in the *Initial Entry Registration Procedures Handbook.*);
- Approved documentation for proof of address (two documents);
- Student Data Card;
- Completed Home Language Survey Card;
- Completed free/reduced price meal application (Students with a denied school lunch status are eligible to participate in the VPK Program.); and
- Disclosure at Time of Registration (FM-5740).

Documents to be on file in each child's folder after selection:

- Signed Prekindergarten Screening Consent Form; and
- Copy of original, signed COE;

VPK Student Selection Process in Public Schools Lottery:

The class size is 19 regular education students and one Special Education (SPED) student. When a school has more eligible applicants for the 19 regular education slots available, the school must make their selections utilizing a lottery system. Numbers are pulled until the maximum class size is reached (Final Roster). Continue drawing and recording numbers for the waiting list only after the number 19 is drawn.

If the applicant family has twins or triplets, the drawing of **one** name entitles all children to be eligible for enrollment. The exception would be if the number drawn is number 19th or the last one. In this case, only one of the twins or triplets will be allowed to enroll. Provide parents a written statement regarding the selection process of the twins, triplets, and other multiple configurations.

No priority is given to families with older children already enrolled at the desired school. The Miami-Dade County Public Schools' (M-DCPS) Out-of-Area Transfer procedures do not apply to VPK Program students.

All parents must be **notified in writing** of their child's enrollment status by April 11, 2012 (See pages 9 and 10 for sample notification).

- The VPK Lottery will take place at 9:00 a.m. on **April 9, 2012** at a designated area (Media Center, School Cafeteria, etc.) in those schools offering VPK classes.
- Only students who have all the required documents for initial entry (refer to <http://ehandbooks.dadeschools.net/policies/75.pdf> for information) will be considered.
- All children, with the exception of the SPED children, must reside within the school's attendance boundaries.
- **The Certificate of Eligibility (COE) is not needed to participate in the school's VPK lottery selection process.**
- Once the child's name is drawn, the parent submits the signed **original** COE to the school by **April 30, 2012**. (Failure to bring the COE by the deadline forfeits the lottery selection.)
- If the child's name is not drawn in the lottery, parents can choose to place their child's name on a waiting list at the school or choose a private VPK provider. Parents may also choose to send their child to a Role Model Program in Miami-Dade County Public Schools.
- During the week of April 2, 2012, schools will receive an electronic flyer with information on where to obtain a VPK Certificate of Eligibility (See page 11 for sample) for distribution to all parents after the lottery is conducted.

VPK Certificate of Eligibility (COE):

- Make a copy for the school and file a copy of the COE in a folder designated for VPK students. Do not file in the child’s cumulative folder.
- Return the original Certificate of Eligibility (See page 11 for sample) to the parent.
- Mail a copy of the COE to the Office of Early Childhood Programs, Attention: Greysel Marquez, Senior Secretary, Mail Code 9613.

For each student on the Final Roster:

- A Final Roster is completed for children selected in the lottery.
- If the school did not have enough applicants for a lottery, a Final Roster of all students must be filed with the Office of Early Childhood Programs.
- Sections II, III, and IV (including the parent signature) must be completed on each original Certificate of Eligibility (COE). The **signature of the school principal** is required in Section III. The **date the child will begin attendance** at the school must be included to complete the COE information.
- To establish the confirmation number, write the M-DCPS Federal Identification Number (FEIN) **followed** by the school location number. The FEIN is **59-6000572**. For example, Florida City Elementary School, Mail Code 2001, would enter 59-6000572-**2001**.

Waiting List:

Once the enrollment capacity is reached at a VPK site, a waiting list of all other eligible children must also be established and **ranked** according to the results of the lottery. Parents of children on the waiting list are contacted when withdrawals occur throughout the school year. The waiting list must be used to maintain an enrollment of 19 regular education children. Solicitation of children from neighboring schools offering the same program model is necessary when enrollment falls below the class size maximum of 20 and the school’s waiting list is depleted. Contact the Office of Early Childhood Programs for assistance if additional students are needed to maintain full enrollment at all times.

By May 4, 2012, the Final Roster, Waiting List, and the COE’s are due at the Office of Early Childhood Programs. These documents may be mailed, faxed, scanned and electronically mailed or delivered in person.

Mail Code: 9613
Address: School Board Administration Building (SBAB) Annex
1501 N. E. 2nd Avenue, Suite 234
Miami, FL 33132
Telephone: 305-995-7631
Fax: 305-995-7650, Attention: Greysel Marquez, Senior Secretary
e-mail: gmarquez@dadeschools.net

VPK Registration throughout the Year:

As children enroll throughout the year, fax the school’s copy of the VPK Certificate of Eligibility to the District office at **305-995-7650**, to the attention of Greysel Marquez. When a student

transfers from another school, a new COE and re-enrollment form must be provided by the parent to the school. If a parent does not have the COE, direct them to nearest Miami-Dade County Neighborhood Service Center/ Child Development Services (CDS) office to obtain a new COE prior to enrollment.

Prekindergarten Enrichment Program:

Funding from the Voluntary Prekindergarten (VPK) Program covers the cost of the first three hours of the prekindergarten day (morning). The VPK Program hours are from 8:20 a.m. – 11:20 a.m. Title I funds cover the cost of the Enrichment Program portion from 11:20 a.m. – 1:50 p.m. Schools must make every effort to maintain full enrollment at all times to ensure that no shortfalls impact program implementation. Full enrollment consists of 19 Regular Education students and one (1) Special Education student not to exceed 20 students.

Parents of Prekindergarten students must pay separate fees for food services based on the child's free/reduced lunch status. Parents must pay separate fees as determined by the service providers for before-school and after-school care.

VPK Enrollment and Attendance Procedures:

When registering the students into ISIS, the Title I eligible students who will be attending the all day program (VPK plus Enrichment) must be given code “F” along with the teacher's employee number, and the course number **5100530**. After selecting a prekindergarten course code for a VPK student, the registrar must enter the Certificate of Eligibility (COE) number to continue the registration process. All students registered will receive an “O” code which indicates that they are not counted for Full Time Equivalent (FTE) purposes.

Student attendance is reported daily utilizing the District's Electronic Gradebook System. VPK Programs must follow School Board Rule 6Gx-13-5A-1.041 Student Attendance – Specific Responsibilities as with all K-12 students. To comply with the uniform attendance policy for funding the VPK program, Information Technology Services (ITS) submits electronic attendance records to the Early Learning Coalition of Miami-Dade/Monroe on a monthly basis. Complete a *VPK Student Attendance and Parental Choice Certificate (Form AWI-VPK 03L)* for each child and secure the parent's or guardian's signature at the end of each month and attach a monthly electronic attendance record. (See page 12 for sample.) Retain the documents on file for five years in the school's office for audit purposes but not in the student's cumulative folder.

The Office of Early Childhood Programs will contact schools for completion of the VPK Form 11 Class Registration Application. Staff from the Early Learning Coalition of Miami-Dade/Monroe, the local VPK administrative agency, will visit unannounced randomly selected elementary schools to monitor the district's compliance with the VPK Florida Statute.

Role Model Program in Prekindergarten Special Education (SPED) Classroom for Children with Disabilities:

The Role Model Program was created in order to provide opportunities for prekindergarten children with disabilities to interact with non-disabled peers. These children attend the full-day Pre-K sessions at no cost to the parent; they participate in all classroom activities, field trips, and parent education meetings. Children in the Role Model Program must be four years of age or

before September 1, 2012 to participate in the full-day VPK Program and the role model child must be screened and selected by the Pre-K SPED teacher. The four-year-old children must have a COE to participate. There are no income or attendance boundary requirements for role models; however, parents must provide transportation. Employees' children who meet the role model criteria should be considered by each location. Please review the weekly briefing sent from the Prekindergarten Program for Children with Disabilities for the requirements and procedures for screening and selection in the Role Model Program.

Contact Information

For information about the Role Model Program, contact Ms. Dolores Mendoza, Executive Director, Prekindergarten Program for Children with Disabilities, at 305-271-5701 or at dmendoza@dadeschools.net. For information about the Voluntary Prekindergarten (VPK) Program, contact Dr. Marisel Elías-Miranda, Administrative Director, at 305-995-7689 or at melias@dadeschools.net or Dr. San Juanita de la Cruz, District Supervisor, at 305-995-7658 or at jdelacruz@dadeschools.net.

VPK 2012-2013 Registration Timeline for Title I Schools

School Activity	Implementation Deadline	Activity Completed
Advertise the VPK Lottery process to parents.	Before April 9, 2012	
Conduct public VPK Lottery at designated room.	April 9, 2012	
Distribute flyer with information on where to obtain a VPK Certificate of Eligibility (COE) for VPK Lottery-selected students.	April 9, 2012	
Notify parents in writing using sample <i>Lottery Notification Letter</i> . <ul style="list-style-type: none"> • Instruct parents to obtain and bring original COE. • Sign Section III, Number 25. • Complete registration by the deadline of April 30, 2012. 	April 9-11, 2012	
Create a waiting list as needed.	April 9, 2012	
Provide parents with contact information. <ul style="list-style-type: none"> • Early Learning Coalition – www.vpkhelp.org. • Flyer with Child Development Services (CDS) Sites 	April 9, 2012	
Collect signed original COE's. Copy and return originals to parent.	April 9 – April 30, 2012	
Send Final Roster and Waiting List to Office of Early Childhood Programs.	April 30 – May 4, 2012	
Submit copies of COE's to Office of Early Childhood Programs.	April 30 – May 4, 2012	

FINAL ROSTER 2012 – 2013, TITLE I PREKINDERGARTEN PROGRAM

(Please CHECK OFF receipt of item in each column.)

Name	Lottery #	Birth Certificate	Certificate of Eligibility #	Proof of Residence (2 items)	Health Records	Screening Consent Form	Language Survey Card	Meal Application
Last First								
Sample	1	✓	076153-1475-258	✓	✓	✓	✓	✓
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20 (SPED)	X							

School Name: _____

Mail Code: _____

MIAMI-DADE COUNTY PUBLIC SCHOOLS
Office of Early Childhood Programs

Voluntary Prekindergarten (VPK) Program

Sample Lottery Notification Acceptance Letter
(School Letterhead)

Date: _____

To the parents of _____

We are pleased to inform you that your child has been selected through the lottery for the Voluntary Prekindergarten (VPK) Program for the 2012 – 2013 school year. In order to finalize the registration process, you must return the original signed Certificate of Eligibility (COE) to this school by **April 30, 2012**, or you will forfeit your child's slot.

We look forward to working with you to provide your child a high-quality prekindergarten experience. In order for the registration to be completed, parents must sign Section III of the Certificate of Eligibility (COE). There will be no exceptions.

Your cooperation is greatly appreciated. Please address any questions to

(School contact person)

Sincerely,

School Principal
School Name

**MIAMI-DADE COUNTY PUBLIC SCHOOLS
Office of Early Childhood Programs**

Voluntary Prekindergarten (VPK) Program

Sample Lottery Notification Non-Selection Letter
(School Letterhead)

Date: _____

To the parents of _____

We regret to inform you that your child was not selected through the lottery for the Voluntary Prekindergarten (VPK) Program for the 2012 – 2013 school year at this school. However, we have placed your child’s name on the waiting list. We will contact you if an opening occurs. You may also obtain VPK services with a local private provider. Kindly check www.vpkhelp.org for your choice of a private VPK provider.

Your cooperation is greatly appreciated. Please address any questions to

(School contact person)

Sincerely,

School Principal
School Name



**STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM
CHILD ELIGIBILITY AND ENROLLMENT CERTIFICATE**

(12/14/2010)

I. CERTIFICATE OF CHILD ELIGIBILITY (Issued by Early Learning Coalition) Type or print in black or blue ink

1. VPK program year	2. Certificate number	3. Certificate issue date	4. Enrollment <input type="checkbox"/> New enrollment <input type="checkbox"/> Re-enrollment
5. Parent/Guardian state	6. Daytime telephone		7. Home telephone
8. Home address			
9. City	10. State	11. ZIP+4 Code	
12. Child's last name	first name	13. Child's SSN	14. Child's date of birth

II. PARENTAL RIGHTS AND RESPONSIBILITIES (Certified by Parent/Guardian)

RIGHTS	
<input checked="" type="checkbox"/> To enroll my child with an eligible provider/school of my choice, subject to the provider's/school's agreement to admit my child.	<input checked="" type="checkbox"/> To find an eligible provider/school willing to enroll my child.
<input checked="" type="checkbox"/> To be free from the provider or school requiring pay any fee or charge for the VPK program.	<input checked="" type="checkbox"/> To provide transportation for my child to and from the VPK program, although some providers or schools may offer transportation.
<input checked="" type="checkbox"/> To have the provider/school admit my child in the VPK program without requiring me to enroll my child (or pay) for additional services (e.g., full-day, extended-day, or wrap-around services).	<input checked="" type="checkbox"/> To follow the provider's/school's attendance policy.
<input checked="" type="checkbox"/> To receive VPK services for my child without discrimination on the basis of race, color, or national origin.	<input checked="" type="checkbox"/> To verify my child's attendance each month.
	<input checked="" type="checkbox"/> To allow my child, after completing the VPK program, to be screened by a public school for readiness to enter kindergarten in order to confirm the VPK program's effectiveness.

I certify that I have read and understand these parental rights and responsibilities for the VPK program.

15. Signature of Parent/Guardian	16. Date
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III. ADMISSION BY PROVIDER/SCHOOL (Jointly Prepared by Provider/School AND Parent/Guardian)

17. Name of Provider/School	18. Daytime telephone	19. Fax
20. Address of VPK site	21. VPK class (e.g., A, B)	22. Date child will begin attendance
The provider/school certifies that it has admitted the child (Item 12) for enrollment in the VPK program and agrees to deliver the program for the child.		I certify that I choose the provider/school (Item 17) to deliver the VPK program for my child and direct that program funds be paid to the provider/school for my child.
23. Signature of Provider/School	24. Date	25. Signature of Parent/Guardian
		26. Date
27. MDCPS Student ID (if applicable)		

IV. ENROLLMENT SUBMISSION AND CONFIRMATION (Submitted by Provider/School)

<p>TO PROVIDER/SCHOOL:</p> <p>Your confirmation number (tax ID) authorizes the Early Learning Coalition's contractor to make payments for the VPK program. Upon receiving the COE from the parent, complete the form, along with your confirmation number, and fax it to the contractor. That will allow for payments to be made for the child, and confirm that the parent/guardian has chosen you as the child's providerschool.</p>	<p>TO CONTACT THE COALITION FOR PAYMENT:</p> <p>Child Development Services (CDS) Fax: (305) 514-6231</p>
<p>IS YOUR CONFIRMATION NUMBER</p>	



STATE OF FLORIDA
VOLUNTARY PREKINDERGARTEN
EDUCATION PROGRAM
**Student Attendance and
Parental Choice Certificate**
(LONG FORM)



1. Student's last name	First name	Middle name	Jr./Sr./III	2. Student's date of birth
3. Name of provider or school				4. VPK class
5. Attendance month			6. Year	7. Student's attendance is: <input type="checkbox"/> Entered below <input type="checkbox"/> See attached document

SUN	MON	TUE	WED	THU	FRI	SAT
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

= Days attended

PARENTAL CERTIFICATION

I swear (or affirm) that my child (*whose name appears above in item 1*) attended the Voluntary Prekindergarten Education Program on the days entered above, or included in the documentation attached to this form, and certify that I continue to choose the provider or school (*whose name appears above in item 3*) to deliver the program for my child and direct that program funds be paid to the provider or school for my child.

8. Last name of parent or guardian	First name	Middle name	Jr./Sr./III	
9. Signature of parent or guardian				10. Date signed

NOTICE TO PROVIDER OR SCHOOL: The private prekindergarten provider or public school must keep each original signed form for at least 2 years. Each private prekindergarten provider must permit the early learning coalition, and each 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 its designee.

Form
AWI-VPK 03L
(09/21/2005)