

Dear Parents,

### **Important Please Read Completely**

You have applied for your child to attend the Putnam County School District Pre-k Program for the 2018-2019 school year. The following steps must be completed before the application to be finalized. **If these steps are not completed on July 07, 2018 we will begin consideration of children on the waiting list to fill open spots in our classroom.**

**Step 1 :** Parents must obtain a Putnam County VPK Certificate of Eligibility by Registering online at <https://familyservices.floridaearlylearning.com/>

- Create an account with a valid e-mail address
- Follow the link sent to the valid e-mail address
- Complete application \*\* County for Service – Putnam.
- Childs Birth Certificate and Parents Proof of Florida Residency must be electronically submitted during application process before a certificate of eligibility will be issued.

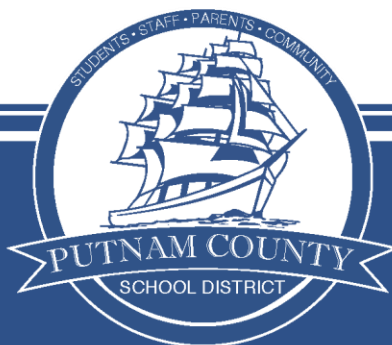
**Step 2 :** Once the documents are verified by Episcopal Children's Services (Approximately 2-4 day) an email will be sent to the valid email address to inform you to print the Certificate of Eligibility. If you do not have access to a computer with internet, you may call the Episcopal Children's Service at (904) 726-1500 or the Putnam County School District Pre-K Office (386) 312-4906.

**Step 3 :** **Parents will then bring the Certificate of Eligibility, Pre-K Application, Birth Certificate and Proof of Residency to the Pre-K office at 200 Reid Street or to the school you are applying for. After we receive the enrollment packet we will then place your child on the list of the school you applied for. If the list for the school is full, your child will be placed on the waiting list.**

**The PCSD Pre-K Program is a full school year ( 180 days ), the full day program is for 6 ½ hours, starting on August 10, 2018. There is a wrap around fee for Pre-k of \$180.00/ per month.**

The **VPK program** is for 3 ½ hrs of the regular school day for 150 days. If you are interested in only the free VPK portion of the day, please call the VPK office for details of start and ending dates and times.

If you have questions concerning this process, please contact the PCSD District VPK Department at 386-312-4906.



Nikki Cummings, District I

David Buckles, District II

Sandra Gilyard, District III

Kathy Jorgensen, District IV

Jane Crawford, District V

Dr. Rick Surrency, Superintendent