

Dear Parents,

**Important Please Read Completely**

You have applied for your child to attend the Putnam County School District Pre-k Program for the 2019-2020 school year. The following steps must be completed before the application will be finalized. **If these steps are not completed on July 05, 2019 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.

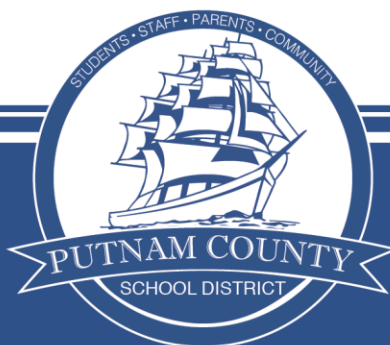
- Step 2 :** Once the documents are verified by Episcopal Children's Services (Approximately 2-4 day) an email will be sent to the valid email address to inform you to print the Certificate of Eligibility. If you do not have access to a computer with internet, you may call the Episcopal Children's Service 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 school you are applying for or the district office.** 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 2019. 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.



Holly Pickens, District I  
David Buckles, District II  
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Jane Crawford, District V  
Dr. Rick Surrency, Superintendent