Voluntary Prekindergarten (VPK) Title I Program

Registration Procedures

State funding for the VPK Title I Program provides a 3-hour program (8:20 a.m. – 11:20 a.m.). The Enrichment Program portion of the day is funded by Title I Administration (11:20 a.m. – 1:50 p.m.).

Requirements for Student Eligibility and Initial School Entry

- Attain age 4 on or before September 1 of the current school year
- Reside in school attendance area
- A Student Health Examination, DH or HRS-H Form 3040, performed within the 12 months prior to initial entry into a Florida school. Include proof of Tuberculosis Clinical Screening and appropriate follow-up if necessary, signed by a licensed health care provider
- A Florida Certificate of Immunization is required for initial entrance and attendance into M-DCPS. The immunization record may be printed and completed (hand-written or typed) on one of the following forms:
  - A FL SHOTS (Florida State Online Tracking System) document
  - A DH-Form 680 Part A, B, C
  - Form DH-681 for a Religious Exemption
- Parents must provide documentation of at least:
  - One (1) initial dose of DTaP (Diptheria/Tetanus/Pertussis);
  - One (1) initial dose of IPV (Polio);
  - One (1) initial dose of Measles, preferably in the form of MMR (Measles, Mumps and Rubella);
  - One (1) initial dose of Hep B (Hepatitis B);
  - One (1) initial dose of Varicella (Chicken Pox); and
  - One (1) initial dose of Hib (Haemophilus Influenza Type B).
- Documentation showing proof of age (original birth certificate or other documents as stated in the Initial Entry Registration Procedures Handbook at the school site)
- Approved documentation for verification 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)
- Disclosure at Time of Registration FM-5740 (form may be obtain at the child’s home school)
- Certificate of Eligibility (COE) is needed if the child is selected in the VPK lottery. The COE must be completed and signed by parent.
VPK Selection Process in Public Schools

- The class size is 19 regular education students and one Special Education (SPED) student. The SPED student is selected and placed by the Pre-K SPED Office. 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. Schools 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 19 or the last one. In this case, only one of the twins or triplets will be allowed to enroll.
- No priority is given to families with older siblings already enrolled at the school. The Miami-Dade County Public Schools’ Out-of-Area Transfer Procedures do not apply to VPK Program students.
- All parents will be notified in writing of their child’s enrollment status by the end of May of the current school year.

Lottery Procedures

- The VPK Lottery will take place at a designated date, time and location, in those schools offering VPK classes.
- Only students who have all the required documents for initial school entry will be considered.
- All children, with the exception of the SPED children, must reside within the school's attendance boundaries.
- The 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. 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.

Waiting List

Once the enrollment capacity is reached at the VPK site, a waiting list of all other eligible children will be established and ranked according to the results of the lottery.

Parents of children on the waiting list will be contacted throughout the school year, once a space becomes available due to student withdrawals. The waiting list will be used to maintain an enrollment of 19 regular education children and one (1) Special Education student, not to exceed 20 students.
**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. The hours are from 11:20 a.m. – 1:50 p.m.
- Parents of prekindergarten students must pay separate fees for food services based on the student’s free/reduced lunch status. Parents must pay separate fees as determined by the service providers for before-school and after-school care.

**VPK Attendance Procedures (8:20 a.m. – 11:20 a.m.)**

Student attendance is reported daily utilizing the District’s Electronic Gradebook System. VPK Programs must follow The School Board of Miami-Dade County Bylaws & Policies 5200 Attendance as with all K-12 students. To comply with the uniform attendance policy for funding the VPK program, a VPK Child Attendance and Parental Choice Certificate for each child, with the parent’s or guardian’s signature must be secured at the end of each month.