
	AGENCY FOR WORKFORCE INNOVATION <b>Office of Early Learning</b>		
	SUBJECT FILE: 510.027	POLICY NUMBER: OEL-PI-0031-05	
	ISSUE DATE: September 21, 2005	UNIT: Program	
	DEPUTY DIRECTOR FOR EARLY LEARNING: Gladys W. Wilson		

**Subject:** Delayed enrollment in the VPK program

**Summary:** This program instruction defines delayed enrollment and specifies that a child may start the VPK program as a delayed enrollment if at least 10 percent of the instructional hours remain in the VPK prekindergarten class.

**References:** Section 1002.75(2)(a), F.S.

**Purpose:** To provide guidance for delayed enrollment in the VPK program

**Background:** The VPK law (ss. 1002.51-1002.79, F.S.) requires the Agency for Workforce Innovation to adopt procedures governing the enrollment and eligibility determination of children in the Voluntary Prekindergarten Education (VPK) Program by the early learning coalitions and school districts (s. 1002.75(2)(a), F.S.).

**Instructions:** Each early learning coalition shall comply with the following procedures for delayed enrollment in the VPK program:

(1) **Definitions.**—As used in this program instruction, the term:

- (a) “Delayed enrollment” means recording an association in the statewide information system<sup>1</sup> between an eligible child and a provider’s or school’s VPK prekindergarten class after VPK instruction has begun for the class.
- (b) “Eligible child” means a child who is determined eligible for the VPK program in accordance with OEL File 504.01 and is issued a Certificate of Eligibility (Form AWI-VPK 02).

(2) **Delayed enrollment.**—An eligible child may be enrolled in the VPK program and begin instruction in a VPK prekindergarten class after instruction has begun for the class, if at least 10 percent of the class’

<sup>1</sup> The current statewide information system is the Enhanced Field System (EFS).

instructional hours remain (54 hours for a school-year program or 30 hours for a summer program).

- (a) Payments for absences and attendance of a delayed enrollment are governed by the uniform attendance policy (*see* OEL File 510.03).
- (b) A parent or guardian who enrolls a child as a delayed enrollment must sign an Informed Parental Consent (Form AWI-VPK 04). The coalition or its designee shall maintain a copy of the informed parental consent in child's VPK record.

**Attachment:** Form AWI-VPK 04 (Informed Parental Consent for Delayed Enrollment)

PLEASE DIRECT QUESTIONS AND COMMENTS  
TO THE OFFICE OF EARLY LEARNING AT (850) 921-3171  
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**STATE OF FLORIDA**  
**VOLUNTARY PREKINDERGARTEN**  
**EDUCATION PROGRAM**  
**Informed Parental Consent**  
**for Delayed Enrollment**



A parent or guardian may enroll his or her child in the Voluntary Prekindergarten Education (VPK) Program after instruction has begun for the child's VPK prekindergarten class (delayed enrollment). However, at least 10 percent of the instructional hours must remain for the chosen VPK class (e.g., 54 hours must remain in a 540-hour school-year program). A parent or guardian who chooses delayed enrollment must complete, sign, and submit this Informed Parental Consent form to the early learning coalition or its designee.

Delayed enrollment does not limit a parent's right to withdraw and re-enroll his or her child in the VPK program. A child may be withdrawn from one provider or school and re-enrolled with a different provider or school in the **same program type**, if the child has not substantially completed the program and would not receive more than 540 hours for a school-year program or 300 hours for a summer program. The VPK program has **two program types**:

- A school-year prekindergarten program (**540 instructional hours**); and
- A summer prekindergarten program (**300 instructional hours**).

To move between a school-year and summer program, and to receive more than the allotted 540 hours or 300 hours, the withdrawal and re-enrollment must be for good cause or due to an extreme hardship.

1. Child's last name	First name	Middle name	Jr./Sr./III	2. Child's date of birth
3. Name of provider or school				4. VPK class
<b>OFFICIAL USE ONLY</b>				
Total VPK instructional hours	Elapsed VPK instructional hours	Remaining VPK instructional hours		

**INFORMED PARENTAL CONSENT**

I have chosen to enroll my child in the VPK program as a delayed enrollment. I have been given information concerning the number of instructional hours remaining in the VPK prekindergarten class that I have selected for my child. I make this choice freely, knowing that once my child is enrolled in the program, he or she may not be eligible for any other state-funded VPK services after the selected VPK class ends.

5. Last name of parent or guardian	First name	Middle name	Jr./Sr./III
6. Signature of parent or guardian			7. Date signed