



Dear Provider,

If you anticipate providing VPK for the upcoming 2012- 2013 School Year and have a **minimum of 30 children** that is age eligible for the VPK program you can schedule a date and time with the Early Learning Coalition to come and do an onsite VPK child eligibility determination. Parents can also complete VPK eligibility determinations on select Saturdays at the ELC on North Monroe. The dates are February 18th, March 10th, April 21st, and May 19th from 9:00 a.m. – 12:00 p.m. These dates are available for VPK eligibility determination **only**. ELC staff **will not** be providing other services during these hours.

Upon receiving your request form for an onsite VPK child eligibility determination, your request will be reviewed for minimum requirements. If requirements are met you will be contacted by the ELC to confirm date and time requested. In order to help us schedule your requested date and time we ask that you make your request 10 days prior to the visit. Please complete the form below and return to **Deborah Comer** at dcomer@elcbigbend.org, 850-385-0504 ext. 343 or mail to:

Early Learning Coalition of the Big Bend Region
Attn: **Deborah Comer**
1940 N. Monroe St. Ste 70
Tallahassee, FL 32303

_____ would like to request (date) _____ and time (in
Provider Name

2 hour increments) from: _____ to: _____ for a VPK child eligibility determination. I understand that I will be contacted by the Early Learning Coalition of the Big Bend Region to confirm the date that I have requested or confirm a proposed date.

Number of anticipated children to determine eligible: _____.

Copy Machine Available? Yes No

(Copy machine must be available in VPK child eligibility determination area or one staff member must be available to make copies for ELC staff).

Director or contact person: _____

Phone: _____ Email: _____

FAMILY • CHILD • TEACHER