

✓ Apply for VPK

1. Go to our website www.elcgateway.org
2. Click on the “Apply Now” Tab
3. If you are a new parent, create your parent portal account and activate
4. Start a new **VPK** application
5. Upload proof of residency (utility bill, driver’s license with current 911 address)
6. Upload proof of birth (birth certificate or immunization record)
7. Electronically sign and submit to coalition
8. You will be notified via email if your application is approved or rejected. If approved, you have 10 days to print your certificate at home or work. Otherwise, contact the office at 386-752-9770 for a copy.

✓ Apply for Wait List

1. Go to our website www.elcgateway.org
2. Click on the “Apply Now” Tab
3. If you are a new parent, create your parent portal account and activate
4. Start a new **School Readiness** application
5. Upload proof of employment (20hrs or more a week) or current school schedule (10 hours or more)
6. Electronically sign and submit to coalition
7. You will receive an email if your application is accepted or rejected
8. Make sure you maintain your wait list application by revalidating every 6 months. The system will notify via email

