

# The Villages® Early Childhood Center

## 2024/2025 SCHOOL YEAR Enrollment Packet

Dear Prospective TVECC Parent,

Thank you for your interest in our early learning programs. Our centers were created to provide quality care and early education as a benefit to the children of the people who have dedicated themselves to creating, serving and caring for The Villages.

The Villages Early Childhood Center operates privately licensed centers through the Florida Department of Children and Families. Our enrollment criteria are based upon a tiered system where one of the parents/guardians' place of employment is the basis for placement in our programs.

The Villages Early Childhood Center has two campus locations:  
Buffalo Ridge and Middleton – both serve children Pre-K1 through Pre-K4 (VPK).

Listed below are the categories of qualifying employment:  
Employment is verified on each new applicant, and will be verified on a monthly basis for all enrolled students.

**CATEGORY I** – A Villages' Company or Salesperson under contract with Properties of The Villages.

**CATEGORY II** – Business Partner Sub-Contractors

- Business Partners under direct contract, other than a lease, with a Villages' Company providing independent contractor, construction, maintenance, consulting or other similar services in support of Villages' Projects.
- Under "direct contract" refers to the relationships between Category 2 Business Partners and a Villages' Company. The work and/or services provided to a Villages' Company must be regular and ongoing, and that work must be paid for directly from a Villages' Company.
- Business Partners in Category 2 whose book of business meets the Minimum Threshold Percentage for Villages' Projects may qualify for employee categorization that isn't solely dependent on the hours worked on only Villages' Projects.
- For businesses who perform regular and ongoing services to a Villages' Company but who also performs services for other businesses and/or the after-market consumer (non-Villages' Company), only that work provided to and paid for by a Villages' Company will be considered when determining eligibility, and only those employees performing those services on behalf of the Business Partner under direct contract are eligible for the benefits of The Villages Charter School and The Villages Early Childhood Center.

**CATEGORY III** – Business Partners who lease directly from one of the commercial real estate entities in a Villages' company.

**CATEGORY IV** – Business Partners that own or lease a permanent business site from a non-Villages' entity, from which they operate their business within The Villages. The Villages Charter School Enrollment Committee will review each applicant in this Category to confirm, in its sole discretion, that the Business Partner participates in and benefits the development and operation of The Villages.

Placement and Campus selection is based on the parent's category of employment and priority is given to full-time employment (40 or more hours) versus part-time employment (under 40 hours). Priority is also given to students who have siblings already enrolled in The Villages Charter School or The Villages Early Childhood Center. If there is no qualifying employment, then an applicant would be considered for placement after all students with qualifying enrollment are placed.

*Please see next page for Enrollment Procedure and Required Document Checklist*

# The Villages® Early Childhood Center

## **ENROLLMENT PROCEDURES**

We will begin to contact/place new students for the upcoming new school year after the previous school year has ended. This new enrollment typically starts around mid-June.

Once your employment has been verified and we anticipate that we have space available for your category of employment in the grade level and campus location of your child, we will notify you by phone. We will set an appointment for you to meet at the center where your child will attend. You will need to provide COPIES of your child's documentation at that meeting. Please DO NOT include these documents with the Pre-Enrollment Eligibility Application. Please wait until you meet at your child's center to provide these documents.

You will need to provide COPIES of all listed documentation and pay your registration fee within one week of your meeting in order to proceed further with the application process. If the requested documentation or fee is not provided to us within one week, the anticipated opening will be offered to an eligible applicant that has provided the necessary documentation.

## **REQUIRED DOCUMENTATION CHECKLIST – COPIES ONLY**

- |  |  |
|--|--|
| ● <b>Birth Certificate</b> (State Certified Copy)  | If applicable:   |
| ● <b>Social Security Card</b> (Copy)   | ● <b>Individual Education Plan</b> (EP-Individual Education Plan, ESOL, 504 Plan) (Copy) |
| ● <b>Florida Immunization Record</b> (DH Form 680, or 504 Plan) (Copy)                         | ● <b>Early Steps Individualized Family Support Plan</b> (IFSP)                           |
| ● <b>School Physical</b> (dated within one year of application/enrollment-DH Form 3040) (Copy) |  |

## **IF APPLICABLE, PLEASE SUBMIT WITH PRE-ENROLLMENT APPLICATION**

- |   |   |
|---|---|
| ● <b>Court Order Papers</b> (Please see School Board Policy on file in the Central Office if you are not the natural parent) (Copy) | ● <b>Marriage License</b> (If step-parent is to be the qualifier or if the step-parent is to perform Parent Involvement Hours) (Copy) |
|---|---|

We appreciate your cooperation and patience during the application and admission process. With the many families who are anxious to attend The Villages Early Childhood Center, our hope is to make the enrollment process as smooth and easy as possible. We are pleased that you want to receive the benefit of a school where a supportive community of students, parents and staff tailor the educational experience to meet individual needs, resulting in successful, well-rounded, responsible individuals with an entrepreneurial spirit. We look forward to a rewarding relationship between The Villages Early Childhood Center and your family.

Best regards,  
TVECC Administration

*The Villages Early Childhood Center shall not discriminate on the basis of race, ethnicity, national origin, gender, or disability. No student shall, on the basis of race, ethnicity, national origin, gender or disability be excluded from participation in, be denied benefits of, or be subjected to discrimination under any educational program or activity.*

# The Villages® Early Childhood Center

2024/2025 SCHOOL YEAR

## Pre-Enrollment Eligibility Application

### Parent / Legal Guardian Information (Legal guardians attach court documentation with application)

(Mother) First Name Must be Parent or Legal Guardian (Mother) Last Name Must be Parent or Legal Guardian (Father) First Name (Father) Last Name

### Step-Parents: List step-parent(s) that is/are eligible to do PI time for this student(s) (Attach marriage certificate with application)

(Step-Mother) First Name (Step-Mother) Last Name (Step-Father) First Name (Step-Father) Last Name

### Contact Information: Where the child resides

Address City State Zip

Phone #1  HOME  WORK  MOBILE Phone #2  HOME  WORK  MOBILE E-Mail Address

### Eligibility (Must complete employment form for qualified eligibility)

Full name of parent or legal guardian that works for an eligible business partner Your relationship to child

Name of Employer Employer Phone Location address of where you physically work

Job Title Job Duties

How many hours per week do you work on The Villages property?  How many hours per week do you work in your qualifying position with an eligible business partner?  Are you a permanent employee of this company?  Yes  No  
 Are you a sub-contractor to this company?  Yes  No  
 Are you a pool employee for this company?  Yes  No  
 Are you a PRN for this company?  Yes  No

Parent/Legal Guardian Signature (Parent with employment must sign) Date

### New Student(s) Applying for Enrollment

If you are enrolling a PK4 student, which VPK Program would you like your child to attend:  Full Day  3-Hour Day Only

Has this child/children been previously enrolled at TVECC?  Yes  No If yes, what school year were they enrolled? \_\_\_\_\_

New Students' Name as it Appears on Birth Certificate		Age they will be on Sept. 1st of this 2024-2025 School Year	Date of Birth	Preferred Campus Do NOT Leave Blank	
First name	Last name			Middleton	Buffalo Ridge
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>

### Currently Enrolled Student(s)

Do you currently have or had other children enrolled at VCS or TVECC?  Yes  No

If yes, list names and grades: \_\_\_\_\_

**Buffalo Ridge Campus** 352-259-7161 | 352-259-6861 FAX | 510 Old School Road, The Villages, FL 32162

**Middleton Campus** 352-259-6870 | 352-259-6871 FAX | 2325 LeAnne Lane, Middleton, FL 34762





# The Villages® Charter School

2024/2025 SCHOOL YEAR

## Proof of Employment

Please fill form out COMPLETELY.

As a benefit to all qualified employees working for The Villages (Category 1), its qualified direct sub-contractors (Category 2) and/or Business Partners (Category 3), their child(ren) may be eligible to attend The Villages Charter School. Eligibility for enrollment requires verification that the parent or legal guardian is eligibly employed.

As an employee of your company, \_\_\_\_\_  
would like to enroll their child(ren) \_\_\_\_\_

in The Villages Charter School. VCS requires a signed and notarized Proof of Employment Form from an authorized representative before enrollment can take place.

### Acceptable Authorized Representative

**CATEGORY 1** (direct employees of The Villages):  
The Villages Human Resources & Risk Management

**CATEGORIES 2 & 3** (direct sub-contractors to The Villages and Villages Business Partners): Business Owner of Record, General, Manager or Physician (Authorized representative MUST attach their business card to Proof of Employment)

### Employer's Proof of Employment Statement

All categories of employment must complete this section

I, \_\_\_\_\_ certify that \_\_\_\_\_ is currently and actively  
Employer's authorized representative Employee name ADP Position ID# (Category 1 only)

employed by \_\_\_\_\_  
Company name Company mailing address Company website

Signature of Owner/Authorized Representative	Title	Phone	Date
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Contact Person for Employment Verification	Phone	Email
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What is the hire date for this employee? \_\_\_\_\_ What is their start date? \_\_\_\_\_

What is the location address where this employee physically works?  
\_\_\_\_\_

What is this employee's job title?  
\_\_\_\_\_

What are this employee's job duties?  
\_\_\_\_\_

Are they a permanent employee of this company?  Yes  No

Are they a sub-contractor to this company?  Yes  No

Are they a pool employee for this company?  Yes  No

Are they a PRN employee?  Yes  No

How many hour per week does this employee work in their qualifying position?

Only category 1 or 2 businesses should complete this section.

Department Name	Contact	ADP Position ID#
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Please notify the Enrollment Office if this employee no longer works for your company in their qualifying position, on The Villages property or if any of the above information changes. Understand that providing false information regarding your employee's status will jeopardize your business relationship with The Villages.

### Notarization All categories of employment must complete this section

Notarization Required of **Authorized Representative's Signature** - Document will not be accepted without Notarization

State of \_\_\_\_\_ County of \_\_\_\_\_ . The foregoing instrument was acknowledged before me this date by who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath. WITNESS my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

Signature Notary Public

Official Seal

This form will be placed in the student's file as Proof of Employment record.  
You may return this form via U.S. mail to the address below or return to employee for delivery to VCS Enrollment Office.

# The Villages® Charter School

## Authorization for Release of Employment

I, \_\_\_\_\_ the undersigned parent of \_\_\_\_\_ (hereafter known as "student")  
Parent name Student name  
authorize and direct my current employer or any employer by whom I was employed during the period my student was enrolled at The Little Buffalo Center, The Villages Early Childhood Center, The Villages Charter Elementary School, The Villages Charter Middle School or The Villages High School to complete and execute proof(s) of employment in the form(s) provided by The Villages Charter School and to release any and all information requested to The Villages Charter School including, but not limited to, wages earned, period of employment, work schedules, payroll taxes paid or deducted, or information relating to state or federal taxes, fees or charges resulting from my employment with employer.

\_\_\_\_\_  
**Signature of Qualifying Parent**

(Parent with Eligible Employment)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

### Notarization

Sworn and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_\_.

\_\_\_\_\_  
Notary Public - State of Florida

\_\_\_\_\_  
Print Name of Notary Public

*Official Seal*

\_\_\_\_\_  
Serial/Commission Number

Personally Known  or Produced Identification

Type of Identification Produced: \_\_\_\_\_