

# Watervliet City School District & Kids Express

Pre-K 3 Year Old Program  
2557 10<sup>th</sup> Avenue, Watervliet, NY 12189  
(518) 629-3263 Fax (518) 629-3250



## Pre-K 3-year-old Program Application Information

**You must make an appointment to register for the 3 yr old Pre-K Program.**

Please call Danielle Mele at **629-3263** to schedule your registration time.

Registration will be held January 9,10,11 from 7:30am-3pm at the Watervliet Elementary School.

PLEASE BRING THE FOLLOWING ITEMS TO YOUR REGISTRATION APPOINTMENT:  
(YOUR APPLICATION CANNOT BE PROCESSED WITHOUT **ALL** OF THE FOLLOWING)

1. **Completed Application** (*can be completed at appointment*)
2. **Proof of Residency-**  
**Acceptable** proof of residence: Mortgage or property tax statement, Residential Unit Client Certificate (RUCC), Copy of lease, or notarized statement from landlord
3. **Child's Birth Certificate**  
(*Child/ren must be age 3 by December 1· 2018 to attend the Pre-K 3 year old Program*)
4. **Child's Immunization Record**
5. **Proof of Income- W-2 prior year, 4 weeks of employment pay stubs, Unemployment Receipts, Child Support Payments and/or SSI Documentation**
6. **Custody Paperwork**  
*If applicable, please attach a complete certified copy of the court decision bearing its case number, official stamp and signature. It is the responsibility of the parent/legal guardian to inform Kids Express/Watervliet PK of any subsequent modifications during the child's enrollment.*

### Pre-K 3 year old Program starts Wednesday January 30, 2019 and ends June 26, 2019

Placements are limited and will be assigned through a lottery system if oversubscribed. Applications not initially selected will be placed on a waiting list and called when a space becomes available.

**IF YOUR APPLICATION IS SELECTED YOU WILL RECEIVE AN ACCEPTANCE LETTER/CALL BY JANUARY 15, 2019.**

The program is located at Kids Express in the former Maplewood School. The hours are from 8:30am – 1:30pm and will follow the WCSD calendar. Snow Days will follow the North Colonie School District school closings.

Before and After Care is available for a fee and is provided by Kids Express.  
Transportation is not provided.

#### **Before your child can begin attending school in January, s/he will need:**

- A complete annual physical exam and recorded lead levels.
- An Emergency Treatment Form
- Day Care Registration Card (Blue card with photo)
- Permission for exchange of information
- Permission to apply sunscreen
- Health Care Plan (if needed)
- Release from school
- Medication consent (if necessary)

CHILDREN CANNOT START ATTENDING THE PROGRAM UNTIL **ALL** PAPERWORK IS COMPLETED.  
Forms will be provided with acceptance letter.