



## **Watervliet City School District & Boys and Girls Clubs of the Capital Area**

**2557 10<sup>th</sup> Avenue, Watervliet NY 12189  
(518) 629-3263 Fax (518) 629-3250**



### **PreK 4- Year Old Program Application Information**

**You will need to provide all documentation to register for the 4-year-old Pre-K program.** Registration packets are available on the district website [www.watervlietcityschools.org](http://www.watervlietcityschools.org) or from 8-10am at the Watervliet Elementary School. Completed applications and supporting documents can be dropped off at the elementary school from 8-10am Monday–Friday or emailed to Danielle Mele. For additional methods or to answer questions, please contact Ms. Mele, [dmele@vlietschools.org](mailto:dmele@vlietschools.org) or call **518-629-3263**.  
**Packets are due no later than May 27, 2020 to be considered for the lottery.**

The Watervliet City School District is pleased to announce that our new community-based partner (CBO) for our 4-year-old UPK program is Boys and Girls Clubs of the Capital Area.

The Boys and Girls Clubs have been working with school district's UPK programs since 1998. The Troy and Albany Clubs merged in 2019. They now serve over 1,800 youth daily and have over 233 staff members. Programming focuses on 5 Core Areas: character and leadership, career and education, health and life skills, sports and recreation and the Arts.

Contingent on NYS Education Department's grant funding, the district will be collaborating on 3 half day classrooms and 1 full day classroom.

The two **morning classes** will run from **8am to 11am** and the one **afternoon class** will run from **11:15am to 2:15 pm**. The **full day class** will run from **8am to 2:15pm**. The full day class will include the students who have the highest needs academically (special education/English as a second language) and/or financially. The morning students will be provided with breakfast. The afternoon students will be provided with lunch. The full day students will be provided with breakfast and lunch. This program is **free** to all who participate.

The Boys and Girls Clubs will also be offering extended day (daycare) for those students enrolled in the morning sections. Parents have the option of paying for the extended care **at a cost of \$270 per month**. This would enable your child to be in school for the full day which is from 8am to 2:15pm. If you have additional needs beyond 2:15pm, please contact the Watervliet Civic center for more information about the before/after care programs.

**PLEASE RETURN THE FOLLOWING ITEMS WITH YOUR REGISTRATION PACKET: (YOUR APPLICATION CANNOT BE PROCESSED WITHOUT ALL OF THE FOLLOWING)**

1. **Completed Application**
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 4 by December 1, 2020 to attend the Pre-K 4-year-old Program)*
4. **Child's Immunization Record**
5. **Proof of Income- W-2 prior year, 4 recent 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 Watervliet UPK of any subsequent modifications during the child's enrollment.*

**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 JUNE 3, 2020.**

**Before and After Care is available for a fee and is provided by Watervliet Civic Center.**

**Transportation is not provided.**

**Before your child can begin attending school in September, 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.