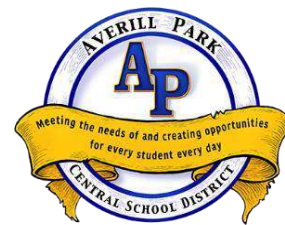


**Averill Park Central School District**  
146 Gettle Road, ST1  
Averill Park, NY 12018 Tele: (518) 674-7050



**UNIVERSAL PRE-KINDERGARTEN PROGRAM – FULL DAY  
2024-2025  
ATTENTION: PARENTS OF FOUR YEAR OLD CHILDREN**

Dear Parent/Guardian,

Averill Park Central School District residents who have a child who will be four years of age on or before December 1, 2024 are invited to apply for their child's admission to the Universal Pre-Kindergarten Program (UPK) for the 2024-2025 school year. The program is a free full-day program, from 8:00 AM-1:00 PM, located at St. Jude the Apostle in Wynantskill, under a contract with Averill Park CSD and funded by a New York State Grant for September 2024 through June 2025. Transportation will not be provided for this program.

***THE PROGRAM HAS LIMITED SPACE AND PARTICIPANTS WILL BE CHOSEN BY LOTTERY SELECTION. A WAITING LIST WILL BE ESTABLISHED TO FILL ANY VACANCIES THAT MAY ARISE.***

In order to participate in the program, you must be a resident of the Averill Park CSD and your child must be 4years-old as of December 1, 2024 (your child must be born between December 2, 2019 and December 1, 202). The registration process is handled through this office for the Averill Park Central School District. UPK regulations require the use of a lottery for student selection should we receive more applications than we have seats for.

If you are interested, please fill out the application below. This application, along with a copy of your child's birth certificate, proof of home ownership or rental, and two additional copies of proof of residency, must be received and/or postmarked no later than **Friday, March 29th**. Please mail the form and the required documents to (they can also be delivered to the District Office or scanned and emailed to [ernestj@apcsd.org](mailto:ernestj@apcsd.org)) Julie Ernest (Please do not send pictures of the documents they print dark and are hard to read.)

Averill Park District Office  
146 Gettle Road, ST1  
Averill Park, NY 12018

Those selected in the lottery process will be notified by email. (the week of April 15<sup>th</sup> or sooner)

Proofs of residency and copy of birth certificate must be received with this application in order to be eligible for this program. Two proofs of residency are required:

Proof of home residency include:

- Driver's license plus auto insurance card
- One utility bill
- Recent canceled check with pre-printed address
- Recent pay stub with address

**This program is fully funded by a New York State Department of Education grant. All placements in the program are entirely contingent upon the re-authorization of the Universal Pre-Kindergarten grant.**

**UNIVERSAL PRE-K PROGRAM  
AVERILL PARK CENTRAL SCHOOL DISTRICT**

CHILD INFORMATION

Child's First Name: \_\_\_\_\_ Child's Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

MAILING/911 HOME ADDRESS

Street: \_\_\_\_\_ Apt#: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

CUSTODIAL PARENT CONTACT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to child: \_\_\_\_\_

OTHER CHILDREN CURRENTLY ENROLLED IN AVERILL PARK CSD

Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

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I have completed the application and submitted the required documentation. I understand that my application will not be considered for selection unless all the following documentation has been submitted and is complete:

☐ Proof of Age Eligibility

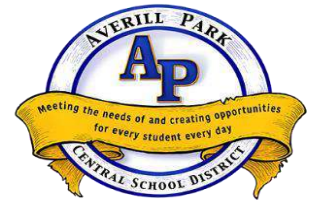
☐ Proof of Residence

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

## Averill Park Central School District

146 Gettle Road, ST1

Averill Park, NY 12018 Tele: (518) 674-7050



#AP\_EveryStudentEveryDay

### **Matthew Hladun**

Assistant Superintendent  
for Teaching and Learning

### **Dr. James Franchini**

Superintendent of Schools

### **Carrie Nyc-Chevrier**

Assistant Superintendent  
for Business

## FAQ about UPK

### 1. What is Universal Pre-Kindergarten (UPK)?

UPK is a free preschool experience made possible through grants from the New York State Education Department (NYSED). As long as the funding remains available, the district can offer the program.

### 2. Is the UPK program free?

Yes, those students selected to go are paid for through the NYS UPK grant. There are no fees paid by the family or the district up to 5 hours per day/ five days a week.

### 3. What days are the children off from school?

The program follows the Averill Park CSD calendar.

### 4. How long is the program?

It is a full-day program – 5 hours per day, Monday through Friday (as per the district calendar)

### 5. Is the program run by the Averill Park Central School District?

The program is administered by the Averill Park CSD but is offered at community based organizations (CBO's). For the 2023-2024 school year, the sole provider was St. Jude the Apostle in Wynantskill.

### 6. Who is eligible? How do I apply?

District children who turn 4 years of age by December 1, 2024 are eligible for the program. To apply, you must fill out the application (paper or digitally) and submit by Friday March 29th. Your application must include a copy of your child's birth certificate and two proofs of residence.

7. Can all district 4-year-olds attend?

No. 2023-24 year, we were able to offer up to 47 spots in the UPK program. If applications exceed the number of seat available, a lottery will be held to determine who will be able to participate. Everyone else will be placed on a waiting list. If any vacancies occur during the year, they will be filled from the waiting list until it is exhausted.

8. How will I know if my child has been chosen?

The lottery will be held on Thursday, April 11th Parents of children participating in the lottery will be notified via email within one week of the drawing.

9. How does the waiting list work?

If, for any reason, a child drops out of the UPK program, the next family on the waiting list will be offered the vacant spot. If the family declines the vacancy for any reason, they will be removed from the waiting list and no longer eligible to participate in the UPK program.

10. Can a parent pay for an eligible child to attend additional hours in the program?

All questions regarding additional hours should be addressed with the provider.

11. If my child is going to be absent/be picked up early, who do I call?

The program provider.

12. Is transportation available?

No. Families must provide transportation for their child. It is expected that students will be dropped off and picked up at the appointed starting and ending times for their particular class.

13. What is taught in the program?

All UPK providers that are contracted by the district must follow the New York State Prekindergarten Learning Standards. Each UPK provider is permitted flexibility in how they choose to deliver the curriculum.

14. If I was planning to send my child to St. Jude the Apostle for pre-school, do I need to apply?

If you would like your child to be part of the district's no-cost UPK program, then you must complete our application.