



ARMY CHILD & YOUTH SERVICES (CYS) Parent Central Services Office Registration Checklist

Children/youth must be fully registered before they can use any CYS programs.
Contact your local Parent Central Services Office to set up an appointment to complete your registration.
Limited "walk-in" services may also be available.

To expedite the registration/enrollment process, please have the following information available.

ITEMS / INFORMATION TO BRING TO YOUR REGISTRATION APPOINTMENT:

Verification

- ▣
Sponsor's Social Security Number (Needed for collection actions, USDA funding, medical service identifier. Patron privacy is protected.) _____
- ▣
Proof of Child Eligibility (i.e. Legal Guardianship papers or Child Military ID Card) _____
- ▣
Parent(s) Home and Work Information (Need street address, mailing address [if different], military unit or employer name, primary/alternate phone numbers) _____
- ▣
Email Addresses (Need work email address and any private accounts you regularly check) _____
- ▣
Proof of Parent(s) Income (i.e. Leave & Earnings Statements / Pay Vouchers. If spouse is full time student, bring proof of school enrollment) (Needed to determine DOD Fee Category for child care/school age fees) (Failure to provide documents will result in being accessed the highest category) _____
- ▣
Local Emergency and Child Release Designees [Minimum of 2] (Need names/phone numbers we can contact or release your child to in an emergency situation if we are unable to reach you) _____
- ▣
Family Care Plan (Required for single/dual military and single/dual deployable civilian families) [Due within 30 days] _____
- ▣
Child's Official Shot Record (for those children not enrolled in public school) _____
- ▣
Deployment Orders (Families of deployed individuals can obtain discounts and benefits with proof of deployment) _____

FORMS COMPLETED BEFORE / DURING / AFTER YOUR VISIT:

Verification

[Downloadable blank forms are available on line - click the 'Forms/Links' tab in your Garrison's CYSS WebTrac menu bar -- <https://webtrac.mwr.army.mil/>]

- ▣
Child Health Assessment (CYSS Health Form Parts A, B & C {or Part A + School Physical}) [Due within 30 days] _____
- ▣
Sports Physical (CYS Health Form Parts A,B & C) [Due before participation in all sports activities] _____
- ▣
USDA Income Eligibility Form (Allows us to receive additional funding to support meals/snacks provided) _____
- ▣
DOD Child Care Fee Application (To evaluate household income for eligibility for reduced fees) _____
- ▣
Health Screening Tool (To record/evaluate child's allergies, medical/physical conditions, etc.) _____
- ▣
Medical Action Plan (MAP) (Only needed if a child is diagnosed with allergies, diabetes, asthma/respiratory, or seizures that require staff to give rescue medication). [If recommended by Special Needs Assessment Team] _____

ASK ABOUT SPECIFIC CYS PROGRAMS AVAILABLE AT YOUR GARRISON - POSSIBILITIES INCLUDE:

- | | | |
|----------------------------|--------------------------------|---------------------------------|
| - Full/Part Day Child Care | - Vacation Camps | - Middle School/Teen Activities |
| - Part Day Preschool | - EDGE! Partnership Activities | - Youth Sports |
| - Hourly Care | - imAlone | - SKIESUnlimited Classes |
| - Before/After School Care | - Home School Support | - HIRED! Youth Apprenticeships |
| - Kids on Site | - Strong Beginnings | - And More |