



ARMY CHILD & YOUTH SERVICES (CYS)

Registration Checklist

Children and Youth must be **FULLY REGISTERED** with **CYS** before enrolling in any **CYS** program or activity. Contact Parent Central Services for additional information on the registration, re-registration and enrollment process.

Upon completing all registration requirements, Parent Central Services will **ACTIVATE** the child/youth's **PASS** for access to **CYS** programs.

DOCUMENTS & INFORMATION FOR **NEW REGISTRATION OR ANNUAL RENEWAL**

- ☐ Military Orders and Proof of Child Eligibility
- ☐ Current Home and Work Information for Parent(s)
- ☐ Email Address(es)
- ☐ **CYS** Registration Form
- ☐ Child's Official Immunization Record
- ☐ Health Screening Tool (7625-1)
- ☐ Medical Action Plan(s) (MAP), Special Diet Statement (SDS), if applicable
- ☐ Health Assessment/Sports Physical (version 08Jan09)
- ☐ Middle School/Teen Registration Form

DOCUMENTS FOR **ENROLLMENT** INTO CDC, FCC, SAC, MST BEFORE/CAMP PROGRAMS

- ☐ Health Assessment/Sports Physical (version 08Jan09)
- ☐ Income Documentation for Parent(s)
- ☐ DoD Child Care Fee Application (DD FORM 2652)
- ☐ Family Care Plan (DA FORM 5305-R), if applicable

What patrons should know about registration with **CYS**:

- Registration is an annual requirement.
- The pass is valid for one year.
- Passes may not be renewed earlier than 30 days from the expiration date.
- Any change in health status must be updated immediately, and a new Health Screening Tool, Health Assessment/Sports Physical and MAPs (if applicable) are required.
- If PCS'ing from one installation to another, Parent Central Services can transfer records with Global Data Transfer or provide you with a copy. **Records transferred through Global Data Transfer will require parent to update Sponsor and Spouse information at the gaining installation. Any MAPs and SDSs transferred may also need to be updated at the gaining installation.**

ASK ABOUT SPECIFIC **CYS** PROGRAMS

Full Day Child Care
Part-Day Programs
FCC
Hourly Care
Parent Advisory Board
Parent Participation Program

Before/After School Care
School-Out Camp Weeks
School Liaison Officer (SLO)

Middle School & Teen Center
Youth Sports & Fitness
SKIES Unlimited
Babysitters Course
Resource & Referral

CYS REGISTRATION DOCUMENTS & INFORMATION DESCRIPTIONS:

Proof of Eligibility: Civilian Sponsor or Spouse must be present with Military Orders or proof of DA Civilian status to verify eligibility. Legal Guardianship Papers, Birth Certificate, DEERS Enrollment Form or Military Orders listing child(ren) as dependents, in accordance with SOFA agreement.

Parent Home and Work Information: Local street address, mailing address (if different), OCONUS APO address, military unit or employer name, primary & alternate phone numbers are required.

Email Address: Official @army.mil email address of sponsor/spouse and any non-military email accounts checked regularly

Child's Official Immunization Record: Children in grade 5 and younger must provide written documentation of immunizations appropriate for the child's age (not required for School Age children if enrolled in DoWEA). Immunization records must be translated to English prior to appointment. CYS follows the US Centers for Disease Control immunizations protocols and updates, in accordance with established timelines.

Health Screening Tool: Required for children age 6 weeks through grade 5, as well as youth in grades 6-12 with Special Needs to record and evaluate allergies, medical/physical conditions, etc. Any questions answered "Yes" may require additional documentation for the required Medical Clearance process. (See below.)

Medical Action Plan (MAP)/Special Diet Statement (SDS): Required if a child is diagnosed with allergies, diabetes, asthma/ respiratory, or seizures that may require staff to give rescue medication or if the child requires any medical or religious food accommodations. IEP, IFSP or 504 Plans should also be submitted. All MAPs and SDSs (medical only) should include Health Care Provider's stamp, signature, and date.

NOTE: Registration cannot be completed until all medical documentation has been reviewed and cleared.

Health Assessment/Sports Physical Statement (HASPS): Dated/signed/stamped not more than 365 days prior to registration. There is a 30-day grace period for INITIAL registration only at a new installation. A HASPS may be resigned by a parent for up to 3 years, if a review shows there has been no change in the child's health. A HASPS form may also be used as a Sports Physical, which is required for a child/youth enrolling in a CYS Sports. Any health assessment form completed in the last 365 days can be submitted as a sports physical if there is an indication of "Cleared for Sports." If it expires during the sport season, a grace period of 1 month will be granted for continued participation, with proof that an appointment is scheduled. Sports physicals are valid for 1 year from the date of the health care provider's signature and may not be extended. Sports physicals must be received for a child to participate in sports activities.

Local Emergency Contacts and Child Release Designees: A minimum of 2 local emergency ID-card holding contacts, including names and phone numbers, who may also serve as emergency release designees.

Proof of Parent(s) Income: Childcare fees are based on Total Family Income and are updated annually for Full or Part-time Childcare, School Age Before/After Program, or Full-time Camp Weeks. Parents should provide most current complete documentation (LES, pay stub, etc.). Failure to provide income documentation may delay services or result in denial of childcare. Parents must also validate employment/eligibility at the time of enrollment.

DoD Child Care Fee Application: Evaluates household income to determine a family's Fee Category. Must be completed annually at Parent Central Services for children enrolled in childcare, before/after school or camp program.

USDA Income Eligibility Form: Allows CYS to receive USDA funding to support the cost of meals/snacks provided (not applicable OCONUS).

Family Care Plan: Single/dual military are required to submit a DA Form 5305 (or military service branch equivalent), signed and certified by LOCAL Commander(s) within the last year (due within 30 days of enrollment in CDC, SAC, FCC or MST camp, then annually updated with Commander approval or as changes are made).