



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 process, please have the following information available.

ITEMS / INFORMATION TO BRING TO YOUR REGISTRATION APPOINTMENT:

Verification

- | | |
|--|---|
| <p>☐ <u>Sponsor's Social Security Number</u> (Needed for collection actions, USDA funding, medical service identifier. Patron privacy is protected.)</p> <p>☐ <u>Proof of Child Eligibility</u> (i.e. Legal Guardianship papers or Child Military ID Card)</p> <p>☐ <u>Parent(s) Home and Work Information</u> (Need street address, mailing address [if different], military unit or employer name, primary/alternate phone numbers)</p> <p>☐ <u>Email Addresses</u> (Need work email address and any private accounts you regularly check)</p> <p>☐ <u>Proof of Parent(s) Income</u> (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)</p> <p>☐ <u>Local Emergency and Child Release Designees</u> [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)</p> <p>☐ <u>Family Care Plan</u> (Required for single/dual military and single/dual deployable civilian families) [Due within 30 days]</p> <p>☐ <u>Child's Official Shot Record</u> (for those children not enrolled in public school)</p> <p>☐ <u>Deployment Orders</u> (Families of deployed individuals can obtain discounts and benefits with proof of deployment)</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|---|

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/>]

- | | |
|--|---|
| <p>☐ <u>Child Health Assessment</u> (CYSS Health Form Parts A, B & C {or Part A + School Physical}) [Due within 30 days]</p> <p>☐ <u>Sports Physical</u> (CYSS Health Form Parts A,B & C) [Due <u>before</u> participation in <u>all</u> sports activities]</p> <p>☐ <u>USDA Income Eligibility Form</u> (Allows us to receive additional funding to support meals/snacks provided)</p> <p>☐ <u>DOD Child Care Fee Application</u> (To evaluate household income for eligibility for reduced fees)</p> <p>☐ <u>Health Screening Tool</u> (To record/evaluate child's allergies, medical/physical conditions, etc.)</p> <p>☐ <u>Medical Action Plan (MAP)</u> (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]</p> | <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|--|---|

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

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> - Full/Part Day Child Care - Part Day Preschool - Hourly Care - Before/After School Care - Kids on Site | <ul style="list-style-type: none"> - Vacation Camps - EDGE! Partnership Activities - imAlone - Home School Support - Strong Beginnings | <ul style="list-style-type: none"> - Middle School/Teen Activities - Youth Sports - SKIES Unlimited Classes - HIRED! Youth Apprenticeships - And More |
|---|---|--|