



IMCOM-Europe Child and Youth Services Employee Scholarship Program





What is the Employee Scholarship Program?

IMCOM-Europe Child and Youth Programs (CYS) offers employees an opportunity to earn free college credit while improving their knowledge and performance as a CYC professional serving military connected kids across Europe.

Participants can earn up to 24 credit hours in Child Development offered through [Central Texas College](#). 24 credits in Child Development will make you eligible for higher level positions within CYC.

CYC benefits from this program as well. Having well trained personnel in our facilities helps to provide our children with high quality care.

Garrisons have the option of participating in the program. Check with your CYC Trainer to see if your location is participating.

This might be the start of a rewarding career for you!



Who may apply?



Applicants must

1. Be employed with CY5 for a minimum of 3 months prior to start of class
2. Be current on all installation training requirements
3. Remain employed within CY5 for a minimum of 180 days following completion of any paid course.
(Note: CEAT transfers can get an exception.)



Student Requirements:

- Students must complete the course requirements and earn a minimum grade of C.
- Students who do not complete class requirements may be required to reimburse CY5 for the cost of the course.
- A student who drops out after the course has started may be responsible for reimbursement of a pro-rated cost.
- A student who does not remain a CY5 employee 180 days after the course, may be required to reimburse CY5 for the course.



Central TEXAS College

IMCOM-Europe CY5 has a contract with Central Texas College to provide classes for our CY5 Employee Scholarship Program.

Central Texas College is available on many military installations worldwide, making these credits easier to travel with you to your next duty station as you continue your college education.

RESOURCE LINKS

[CTC Homepage](#)

[Child Development Program](#)

[Course Descriptions](#)

[Apply](#) (sign up for login)

[Textbooks & Materials](#)

Central Texas College Europe Advisor

Dr. Ancica Roosa

Office hours - 08:00-17:00 CET/CEST

aroosa@ctcd.edu

centraltexascollege@europe.ctcd.edu

Cell / WhatsApp +385 91 60 70 563



The advisor will assist you with enrollment and admission issues.

If you cannot reach her, please contact Ruth Ploeger

ruth.c.ploeger.naf@army.mil

DSN: 544-9375 CIV: +49 611-143-544-9375

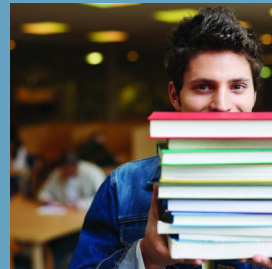
Online Instruction



Online instruction is designed with CY5 employees in mind. Online instruction allow employees to meet their work requirements while still pursuing their education. Access to internet, working laptop, etc. is the responsibility of the student.

Classes may have a “lab requirement” for which you need to make observations of classrooms or practices. In some instances this can be accomplished within the normal course of your work day. In other instances you may need to use your personal time to visit another CY5 program to meet the requirement.

Course Materials



The cost of course materials is the responsibility of the student. It is not included in the scholarship.

When you get your acceptance email, information on any required text will be attached. If you need clarification on the required text contact the CTC advisor.

You can also check on the Central Texas College [materials link](#). (You will need to know the dates of the class and the course code number.)

LINKS FOR BOOK PURCHASES

[Worldwide](#) | [Texas](#)



6 Steps to Participate in the Scholarship Program



STEP ONE: Ask your Trainer if your garrison is participating. Your Trainer will provide you with an application. Complete scholarship application which routes through your Trainer, Director, and Coordinator to IMCOM Europe CYS. It must be received at CYS Europe office NOT LATER THAN due date on application! You will receive an email of acceptance or denial sent to the email you put on the application. It is VITAL that your email is LEGIBLE or you will miss this email. If you receive no response within 5 days of the application due date, contact ruth.c.ploeger.naf@army.mil to confirm your status.

STEP TWO: If you are a Texas resident you will have to complete state students and some documentation to verify this for CTC. The CTC advisor will assist you with this.

STEP THREE: (If you have already taken Central Texas College classes before, you can skip this step.) If you have not already applied for CTC admission you need to do this right away. Go to the following link. <http://www.ctcd.edu/> Click on the RED box at the top that says "apply now". You will need to then click on "sign up" at the bottom Complete CTC admission application. (Be aware this application form may take about 20 minutes to complete) You will now have an account through which you can enroll for classes, access information, etc. with CTC. The CTC advisor Dr. Ancica Roosa can assist you with admission challenges

STEP FOUR: You will need to enroll in the class with CTC. The CTC advisor will contact all participants prior to the course start. (It is VITAL that your email on the application is LEGIBLE or you will miss this contact.)

STEP FIVE: It is the student's responsibility to purchase any required textbooks.

STEP SIX: Complete class with a grade of C or higher. All students must have attained a grade of C or higher in order to be eligible for scholarship funding. Students with grades D or below will have to reimburse their local garrisons for the course costs. If you choose to drop out prior to completion of class you will be responsible to reimburse the garrison at pro-rated amount.

Frequently Asked Questions



Q What do I do if I start a class, but need to quit?

A You will need to dis-enroll from the class immediately. If the class has started, you may be charged a pro-rated fee for the time you were enrolled. Be sure to keep documentation of the date you dropped the class. Email your withdrawal information to Ruth.c.ploeger.naf@army.mil

Q What if I enroll in a class, but decide not to take it?

A If you drop the class BEFORE the first day of class, you will be charged nothing.

Q What if I am having problems with the links, the class, or the instructor?

A Inform [Ruth Ploeger](#) and [Ancica Roosa](#). The earlier we know there is an issue, the more likely we can resolve it.

Q If my Garrison is not participating in the program, can I apply at another location?

A No. each garrison funds its own employees.

Q The requirements state I must be employed 3 months. What if I worked for CYS at another location, but now have been in my current location less than 3 months?

A Your Coordinator may choose to permit your scholarship participation due to your previous CYS position. Contact your Trainer and [Ruth Ploeger](#).

Q If I have been awarded a scholarship and will move before the class starts/finishes, may I still take the class in my new location?

A If you are moving out of Europe and the class has not started, the answer is no. If you already have started and will be a CEAT transfer, your Coordinator may allow it. If you are moving to another CYS position in Army Europe, contact [Ruth Ploeger](#). It will be up to your receiving and or sending garrison.

Q I found a class I want to take that is not listed in the schedule. May I use the scholarship to pay it?

A No. The scholarship only covers classes contracted for and listed in our schedule.

Q When will I know if I have been approved for a scholarship?

A You should receive an email within approximately 3-5 working days of the application deadline date. If you do not get any contact by that time, send an email requesting status to [Ruth Ploeger](#).

Q What if I cannot enroll for some reason, or get a message from CTC asking me to pay for the class?

A For enrollment support contact [Ancica Roosa](#). For issues or concerns with CTC contact [Ruth Ploeger](#)

Q What if I have an emergency situation or a sudden unplanned PCS impacting my class?

A Inform your Trainer and [Ruth Ploeger](#) as soon as possible. Garrisons have the option to waive reimbursements if there is a circumstance beyond your control.

Q If I have already completed 24 credits in the scholarship program, but still want to take an offered class, may I enroll?

A Yes, you may, at **your** cost. You need to let [Ancica Roosa](#) know you are a CYS employee, but do not have a scholarship for this class. Send an email to [Ruth Ploeger](#) in case CTC contacts us to confirm your status.

Q May I take a class if I am behind on other mandatory trainings?

A No. You must be up to date on your training to qualify for a scholarship.

Q Are students allowed to use AI chat GTP etc. to complete assignments?

A. No. AI created work is considered to be cheating. You may use assistive apps such as Grammarly. etc. You must submit your own work.

2025-2026 Course Offerings:

Administration of Programs for Children - Application of management procedures for early care and education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Prerequisite: Six hours Child Development coursework. 32 lab hours required.

Math & Science for Early Childhood- This course will allow students to explore principles, methods, and materials for teaching children math and science concepts through discovery and play. This course is designed to provide students with a good foundation for assessing a child's knowledge of math and science concepts, and planning activities and materials for teaching math and science concepts to young children. 16 lab hours required

Emergent Literacy for Early Childhood - An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum for children from birth through age eight. 16 lab hours required

Families, School, and Community: A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experiences.

Curriculum Resources for Early Childhood Programs: A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age 8. 32 lab hours required.

Child Growth and Development: Physical, emotional, social, and cognitive factors impacting growth and development of children through adolescence.

Course Dates:



FALL SESSION			
CLASS DATES	CLASS NAME / code	CREDITS	APPLY BY*
18 Aug -10 Oct 2025	Administration of Programs for Children / CDEC 2426	4	12 July
14 Oct -12 Dec 2025	Math & Science for Early Childhood CDEC 2307	3	3 Sep
WINTER SESSION			
CLASS DATES	CLASS NAME / code	CREDITS	APPLY BY*
12 Jan - 06 Mar 2026	Emergent Literacy for Early Childhood / CDEC 1356	3	25 Nov
09 Mar - 08 May 2026	Families, School, and Community TECA 1303	3	27 Jan
SPRING SESSION			
CLASS DATES	CLASS NAME / code	CREDITS	APPLY BY*
06 Apr - 29 May 2026	Curriculum Resources for Early Childhood Programs / CDEC 1413	4	18 Feb
26 May - 17 July 2026	Child Growth and Development CDEC 1354	3	1 Apr

* Note: The “apply by” date is the deadline for your application to be signed by your Trainer, Director, & Coordinator then submitted to IMCOM-E CY5 by your Coordinator. Start the process early! Ask your Trainer for an application. You will be contacted about application status within 5 working days of the due date. If you hear nothing, contact Ruth.c.ploeger.naf@army.mil



Pro-rated fee chart - course withdrawal

SY 25-26	Fee owed by students not successfully completing a course:					
	Course dates	Course	Drop course date	Student % of cost	Owed by TX resident student	Owed by all other students
SESSION ONE FALL	18 August - 10 October 2025	CDEC 2426 Administration of Programs for Children 4 Credits	Prior to date of first class	NO COST	0	0
			08-25-25	25%	\$163.00	\$250.00
			08-27-25	75%	\$489.00	\$750.00
			09-10-25	95%	\$619.40	\$950.00
			On or after 09-11-25	100% FULL COST	\$652.00	\$1,000.00
			D or lower grade	100% FULL COST	\$652.00	\$1,000.00
	14 October - 12 December 2025	CDEC 2307 Math & Science for Early Childhood 3 Credits	Prior to date of first class	NO COST	0	0
			10-21-25	25%	\$122.25	\$187.50
			10-23-25	75%	\$366.75	\$562.50
			11-06-25	95%	\$464.55	\$712.50
			On or after 11-07-25	100% FULL COST	\$489.00	\$750.00
D or lower grade			100% FULL COST	\$489.00	\$750.00	
SESSION TWO WINTER	12 January - 6 March 2026	CDEC 1356 Emergent Literacy for Early Childhood 3 Credits	Prior to date of first class	NO COST	0	0
			01-19-26	25%	\$122.25	\$187.50
			01-21-26	75%	\$366.75	\$562.50
			02-04-26	95%	\$464.55	\$712.50
			On or after 02-05-26	100% FULL COST	\$489.00	\$750.00
			D or lower grade	100% FULL COST	\$489.00	\$750.00
	09 March - 08 May 2026	TECA 1303 Families, School, and Community 3 Credits	Prior to date of first class	NO COST	0	0
			03-16-26	25%	\$122.25	\$187.50
			03-18-26	75%	\$366.75	\$562.50
			04-01-26	95%	\$464.55	\$712.50
			On or after 04-02-26	100% FULL COST	\$489.00	\$750.00
D or lower grade			100% FULL COST	\$489.00	\$750.00	
SESSION THREE SPRING	06 April - 29 May 2026	CDEC 1413 Curriculum Resources for Early Childhood Programs 4 Credits	Prior to date of first class	NO COST	0	0
			04-13-26	25%	\$163.00	\$250.00
			04-15-26	75%	\$489.00	\$750.00
			04-29-26	95%	\$619.40	\$950.00
			On or after 04-30-26	100% FULL COST	\$652.00	\$1,000.00
			D or lower grade	100% FULL COST	\$652.00	\$1,000.00
	26 May - 17 July 2026	CDEC 1354 Child Growth and Development 3 Credits	Prior to date of first class	NO COST	0	0
			06-02-26	25%	\$122.25	\$187.50
			06-04-26	75%	\$366.75	\$562.50
			06-18-26	95%	\$464.55	\$712.50
			On or after 06-19-26	100% FULL COST	\$489.00	\$750.00
D or lower grade			100% FULL COST	\$489.00	\$750.00	

Garrison Financial Management Offices will determine how any fees will be reimbursed to the Garrison.

Special Needs Accommodations



The Individuals with Disabilities Education Act (IDEA) can apply in post-secondary education testing, admissions, and learning. You will need to ensure you have up-to-date documentation. (Medical or educational evaluations, IEP, 504 Plan, etc.) Please contact Central Texas College well in advance of class start to see if your situation qualifies for accommodations.

Resources

[Students with Disabilities Preparing for Postsecondary Education](#)

[Wrightslaw - College: Continuing and Higher Education](#)

[Rights and Responsibilities of College Students with LD](#)

[AHEAD](#) (Association on Higher Education and Disability) This is a professional association committed to full participation of persons with disabilities in post-secondary education

Your Career in Child Development



We hope as you grow in your understanding of children and their development, you will see how rewarding a career working with children can be. Further, we hope you continue to be a valued member of the Army Child and Youth Services team.

Consider going the distance by getting your Child Development Associate!

For more information: <https://www.cdacouncil.org/>



UNITED STATES ARMY
CHILD & YOUTH SERVICES

INTERESTED IN

PROFESSIONAL DEVELOPMENT?

**CYS HAS THE
TOOLS TO HELP
YOU GROW...**



**AND SUCCEED
AT YOUR JOB!**

CYS WILL ASSIST YOU AT:

Obtaining your Child Development Associate (CDA) which opens up opportunities for better paying jobs, as well as qualifies you to becoming a Lead CYPA. CYS will pay for you to obtain your CDA through the CDA Council!

The CYS Career Guide will show you the necessary path to open up all your future professional opportunities in our programs!



**Click the QR Code or visit your CYS
Trainer to take the
next step to success!**



<https://www.cdacouncil.org/>

<https://www.cdacouncil.org/>



Greetings!

The IMCOM-Europe CYC Scholarship program is an opportunity for you to expand your knowledge enabling you to provide the highest quality care for our military connected children. The program also serves to assist you in moving up through the ranks to higher levels of responsibility within Child and Youth Services. Meeting that 24 credit hour threshold opens doors to positions which may take you on a career journey within CYC. Who knows? You may continue on to gain credits towards a degree in Early Childhood thus opening even more career opportunities within CYC. We are here to support you in this endeavor and wish you continued success as a valued member of the CYC team!

Joan Thomas
IMCOM-Europe CYC Program Manager

Need help?



For assistance or more information about this program contact

Ruth Ploeger

IMCOM-Europe School Liaison Officer
& Transition Support Specialist

ruth.c.ploeger@army.mil

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Standard Operating Procedures (SOP)

The following pages contain the Standard Operating Procedures (SOP) for the IMCOM-Europe CYS Employee Scholarship Program.

This SOP is the guiding document for the program.

MEMORANDUM FOR IMCOM EUROPE CHILD & YOUTH SERVICES EMPLOYEES

SUBJECT: Standing Operation Procedure (SOP) for Installation Management Command (IMCOM) Europe Child and Youth Services (CYS) Scholarship Program for Undergraduate College Courses

1. PURPOSE: To establish procedures for IMCOM-Europe CYs to provide employee scholarships for job related college courses for staff to enhance job performance, increase promotion opportunities, and encourage employees to "Stay CYs".
2. REFERENCES:
 - a. AR 608-10, Child Development Services
 - b. AR 215-1, Morale, Welfare and Recreation Activities and Non Appropriated Fund (NAF) Instrumentalities
 - c. National Association for the Education for Young Children (NAEYC) Accreditation Standards
 - d. W654KV13D0013 Europe Tri-Services Post-Secondary Education Programs Contract
3. SCOPE: This memorandum applies to all employees within the CYs organization regardless of position.
4. POLICY: CYs will assist with the cost of college courses for CYs employees for the purpose of reducing mission fatigue and improving employee morale, performance, and retention. In order to provide consistency and fairness to all employees, payment of tuition costs will not exceed 24 college credits per employee as outlined in this SOP, subject to availability of funding.
5. RESPONSIBILITIES AND PROCEDURES:
 - a. IMCOM-Europe CYs is responsible for centrally managing a scholarship program through Central Texas College (CTC). Costs for individual student scholarships will be charged to each participating garrison as a UFM reimbursable expense.
 - b. Garrison: Although the entire management team (Coordinator, Director and Trainer) is responsible for ensuring the employee meets all eligibility requirements for the CYs Services Scholarship, it is the Coordinator's duty to conduct the final review of the application and initial, sign and date the

application as final approval. When a non-direct care staff submits a scholarship application for a course, the Coordinator is responsible for writing the justification for why they should be considered for the course. The Coordinator is responsible for ensuring an eligible student has not maxed out of the 24 covered credits. The Coordinator will also submit fully completed, vetted employee scholarship program applications and a spreadsheet list of applicants for the installation to include name, email, and NAFI numbers to the IMCOM-Europe CYS Program Manager NLT the prescribed due date indicated on the scholarship application.

- c. Program Director: The garrison Program Director is responsible for ensuring the employee's request does not interfere with the activity schedule/workload and that the employee meets the satisfactory performance and retainability requirements. The Director will fill in the Employee's Standard NAFI Number, review the application and initial, sign and date the application before forwarding it to the Coordinator.
 - d. Training Specialist: The Training Specialist is responsible for serving as the Point of Contact (POC) within the program; answering questions, marketing the program to employees as well as providing, administering, and collecting applications to forward to the garrison CYS Coordinator. The Trainer reviews, initials, signs, and dates the application then submits it to the Director. At the end of the course, the trainer will follow up with any students who are identified as missing grades or earning a D or lower on a course.
 - e. Employee: Employees seeking scholarships must complete the CYS Scholarship Application prior to each class. Applications may be obtained from a garrison CYS Training Specialist. Employees submit the completed application to the Trainer who reviews and submits it to the Director for completion and approval. Approved applicants must contact the CTC POC to complete course enrollment. centraltexascollege@europe.ctcd.edu Upon completion of the course, employees must provide final grade information to their trainer.
6. SCHOLARSHIP REQUIREMENTS: To be eligible for the IMCOM-Europe CYS scholarship program, the employee must meet all eligibility requirements:
- a. Be a current IMCOM-Europe CYS employee with at least 3 months of tenure at the date the course is scheduled to begin.
 - b. Be current on all installation training requirements; have completed the prescribed training Modules and work in the classroom as documented by the Training Specialist.
 - c. Agree to remain employed with Child and Youth Services for 180 days minimum after course completion. Short notice and humanitarian re-assignments will be considered on a case-by-case basis. Failure to remain employed or employable for the 180 days after course completion may result in a requirement for the employee to repay the tuition costs.
 - d. Have not maxed out the allowable 24 scholarship credits
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7. ADDITIONAL REQUIREMENTS:

- a. Employees are encouraged to apply for Federal Financial Aid at the Education Center or <https://fafsa.ed.gov>
- b. Employees who are Texas residents must provide proof of residency as part of their application process with CTC. Texas residents are required to indicate status on scholarship application.
- c. Complete the course with a grade of "C" or better. Employees who receive a grade lower than a "C", may be responsible for full payment of the class. Grades will be verified with CTC by IMCOM-Europe CYS.
- d. Failure to successfully complete a scholarship funded course may result in a requirement for full reimbursement of the course tuition, and possible disqualification for future scholarships.
- e. Students wishing to drop a course must do so directly with CTC. A prorated fee will be charged based upon the withdrawal date. Students dropping a course may be responsible for reimbursement to their garrison.
- f. Selected courses must relate to the Employee's present job.
- g. Approved tuition fees for the class will be funded under this agreement. All other fees (i.e., books, mileage, wi-fi, supplies) are the employee's responsibility.
- h. Classes may not interfere in any way with the normal performance of an employee's job.

8. PAYMENT:

- a. IMCOM-Europe CYS will ensure payment to Central Texas College for employee/students who are approved candidates for the program through a funded purchase request submitted to contracting.

9. POC is the IMCOM-Europe CYS Program Manager at DSN: 544-9329 or joan.thomas.naf@mail.mil.



JOAN THOMAS

CYS Program Manager
IMCOM-Europe

Digitally signed by
THOMAS.JOAN.1017828840
Date: 2025.05.19 09:48:10 +02'00'