



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

Children/youth must be fully registered before they can use any CYS Services 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

- Sponsor's Social Security Number** [Needed for Child Care Tax Credit, 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 AKO 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) _____
- 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 Short-Term Release Designee** (Required for single/dual military and single/dual deployable civilian families) (Need name, address, phone numbers of designee) [Due within 30 days] _____
- Child's Official Shot Record** _____
- Deployment Orders** (Families of deployed individuals can obtain Army Family Covenant discounts and benefits with proof of deployment) _____

FORMS COMPLETED BEFORE / DURING / AFTER YOUR VISIT:

Verification

[Downloadable blank/fillable forms are available on line - click 'Forms/Links' in the menu bar]

- Child Health Assessment** (CYSS Health Form Parts A, B & C {or Part A + School Physical}) [Due within 30 days] _____
- Sports Physical** (CYSS 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 SERVICES 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