



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

*Fort Sill Regulation 210-12, 22 May 2013

APPENDIX B
Age Matrix

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:

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| <ul style="list-style-type: none"> o Sponsor's Social Security Number [Needed for Child Care Tax Credit, USDA funding, medical service identifier. Patron privacy is protected.] _____ o Proof of Child Eligibility (i.e. Legal Guardianship papers or Child Military ID Card) _____ o Parent(s) Home and Work Information (Need street address, mailing address [if different], military unit or employer name, primary/alternate phone numbers) _____ o Email Addresses (Need AKO email address and any private accounts you regularly check) _____ o 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) _____ o 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) _____ o 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] _____ o Child's Official Shot Record _____ o Deployment Orders (Families of deployed individuals can obtain Army Family Covenant discounts and benefits with proof of deployment) _____ | <p><u>Verification</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
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FORMS COMPLETED BEFORE / DURING / AFTER YOUR VISIT:

- | | |
|---|--|
| <p>[Downloadable blank/fillable forms are available on line - click 'Forms/Links' in the menu bar]</p> <ul style="list-style-type: none"> o Child Health Assessment (CYSS Health Form Parts A, B & C [or Part A + School Physical]) [Due within 30 days] _____ o Sports Physical (CYSS Health Form Parts A, B & C) [Due before participation in all sports activities] _____ o USDA Income Eligibility Form (Allows us to receive additional funding to support meals/snacks provided) _____ o DOD Child Care Fee Application (To evaluate household income for eligibility for reduced fees) _____ o Health Screening Tool (To record/evaluate child's allergies, medical/physical conditions, etc.) _____ o 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] _____ | <p><u>Verification</u></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> |
|---|--|

- ASK ABOUT SPECIFIC CYS SERVICES 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 - SKIESUnlimited Classes - HIRED! Youth Apprenticeships - And More |
|---|---|---|

1. Parents are responsible for the welfare and safety of children in the military community.
2. Each child is unique. Personality, environment, developmental progress, and maturity level are factors used to determine when children are ready to accomplish activities with little or no supervision. The following are minimum community standards, and under no circumstances you reduce these guidelines. Parents are still required to assess their child and, if necessary, raise the age limits.

Age of Child	Left Home Alone	Left Alone Overnight	Play Outside Unattended	Left in Car Unattended	Child Sit for Siblings	Child Sit for Other Children
Newborn through Age 3	NO	NO	NO	NO	NO	NO
Pre-Schooler through Kindergarten	NO	NO	YES: in designated safe area with immediate access (visual sight or hearing distance) to adult supervision	NO	NO	NO
1 st through 4 th graders	NO	NO	YES: with access to emergency supervision and sponsor knows location of child	NO	NO	NO
5 th through 6 th grade	YES: With ready access to adult supervision; Limit – 3 hrs	NO	YES: with access to adult supervision	YES: with keys removed and handbrake applied	NO	NO
Junior High 7 th through 9 th grade	YES: with access to adult supervision; Limit – 6 hrs	NO	YES: with access to adult supervision	YES	YES	YES: may not sit overnight
High School 10 th through 12 th grade	YES	YES: with sponsor in local area and access to adult supervision	YES: with access to adult supervision	YES	YES	YES



**Required Information for
Enrollment in Oklahoma Public
Schools**

1. State Certified Birth Certificate
2. Proof of Residency in parent's name (housing assignment letter, current utility bill, lease agreement, mortgage statement, etc.)
3. Current immunization records

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Guide to Immunization Requirements in Oklahoma – 2013-2014 School Year

Vaccine	Child Care	Pre-school/Pre-K	K-6 th	7 th -9 th	10 th -12 th
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	4 DTaP	5 DTP/DtaP*	5 DTP/DTaP & 1 Tdap booster	5 DTP/TTDaP
PCV (pneumococcal conjugate vaccine)	14 PCV**	Not required for school			
IPV/OPV (inactivated polio/vaccine)	3 IPV/OPV	3 IPV/OPV	4 IPV/OPV#	4 IPV/OPV	4 IPV/OPV
MMR (measles, mumps, rubella)	1 MMR	1 MMR	2 MMR	2 MMR	2 MMR
Hib (Haemophilus influenzae type b)	1-4 Hib**	Not required for school			
Hep B	3 Hep B	3 Hep B	3 Hep B##	3 Hep B ##	3 Hep B ##
Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A	2 Hep A
Varicella	1 Varicella	1 Varicella	1 Varicella	1 Varicella	1 Varicella

* If the 4th dose of DTaP is administered on or after the child's 4th birthday, the 5th dose is not required.
 **The number of doses may range from 1-4 depending on the age of the child when the first dose is received.
 # If the 3rd dose of IPV/OPV is administered on or after the 4th birthday, the 4th dose of IPV/OPV is not required.
 ##Previously unimmunized students age 11-15 may receive a 2-dose series of HepA or Adult Hepatitis B vaccine to meet this requirement.



**Fort Sill Area
Schools**

Public Schools

- Bishop** <http://www.bishop.k12.ok.us/>
- Boone-Apache** <http://www.apache.k12.ok.us/>
- Cache** <http://www.cache.k12.ok.us/>
- Central High** <http://www.central.k12.ok.us/>
- Chattanooga** <http://www.chatty.k12.ok.us/>
- Cyril** <http://www.cyrilschools.org/>
- Duncan** <http://www.duncanps.org/>
- Elgin** <http://www.elginps.org/>
- Fletcher** <http://www.fletcherschools.org/>
- Flower Mound** <http://www.flowermound.k12.ok.us/>
- Frederick** <http://www.frederickbombers.net/>
- Geronimo** <http://www.geronimo.k12.ok.us/>
- Indianoma** <http://www.indiahoma.k12.ok.us/>
- Lawton** <http://www.lawtonps.org/>
- Marlow** <http://www.marlow.k12.ok.us/>
- Sterling** <http://www.sterling.k12.ok.us/>
- Walters** <http://www.blued.org/>

Private Schools

- Lawton Christian** <http://www.lcscrusaders.com>
- St Mary's** <http://stmarylslawtonok.com>
- Trinity Christian** <http://www.tcalawton.org>
- Lawton Academy of Arts and Sciences** <http://www.lawtonacademy.net/>
- Home School Associations** Lawton Christian Home Educators
Randy Worthen: raworthen@att.net

Pre-Kindergarten

All Fort Sill area schools offer Pre-K programs

Lawton Public Schools works with area Child Care Centers including those on Fort Sill to provide Pre-K education

The following schools provide half-day Pre-K programs:

- Geronimo Road Elementary School (Fort Sill)
- Sheridan Road Elementary School (Fort Sill)
- Almor West Elementary
- Carriage Hills Elementary
- Learning Tree Pre-K Center
- Lincoln Elementary
- Sullivan Village Elementary

The following non-LPS Schools offer full day Pre-K Programs

- Bishop Elementary School
- Flower Mound Elementary School

Pre-K Collaboration Sites

All collaboration sites provide before and after care

(Must obtain "permission to enroll" from Student Services located at 102 E Gore in Lawton before enrollment can be completed)

- Beginnings Academy (must qualify through Crossroads Youth and Family Services)
- All Smart Start Locations
- Creative Moments
- Wonder Years
- Fort Sill Child Development Centers (Cooper, Grierson and Tincher)

(Must meet Department of Army eligibility and priority system criteria. Placement must be approved through Parent Central Services. Children already enrolled in CDC have priority on Pre-K Placement. Program fees are based on DOD fee policies)

Schools outside Lawton and private schools provide half- or full-day Pre-K. Most rural schools with half-day programs work with area child care facilities to provide care for the remainder of the school day. Check with individual schools for details.

Before and After School Care

The following elementary schools offer Extended Day programs (7am—5:30pm at most locations)

- Almor West Elementary
- Crosby Park Elementary
- Eisenhower Elementary
- John Adams Elementary
- Sullivan Village Elementary
- Woodland Hills Elementary
- Carriage Hills Elementary
- Edison Elementary
- Hugh Bish Elementary
- Pioneer Park Elementary
- Whittier Elementary

Transportation is provided to and from the following schools from the School Age Center and the Cooper Child Development Center:

- Geronimo Road Elementary
- Hugh Bish Elementary
- Pat Henry Elementary
- Pioneer Park Elementary
- MacArthur Middle School (6th)
- Eisenhower Middle School (6th)
- Sheridan Road Elementary
- Jackson Elementary
- Ridgecrest Elementary
- Central Middle School (6th)
- Tomlinson Middle School (6th)

Transportation is provided after school to the Youth Center from the following schools:

- Central Middle School
- Eisenhower Middle School
- MacArthur Middle School
- Tomlinson Middle School
- Lawton High School
- Eisenhower High School
- MacArthur High School

