U.S. Army Child, Youth & School Services

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 Parent Central Services & Outreach Office to set up an appointment to complete your registration.
0800-1500
Limited "walk-in" services may also be available.
One-Stop bldg 4700 Mow-Way RD North entrance
580-442-3486/3927

To expedite the registration process, please have the following information available.

ITEMS / INFORMATION TO BRING TO YOUR REGISTRATION APPOINTMENT:

□ **Sponsor's Social Security Number** [Needed for Child Care Tax Credit, USDA funding, medical service identifier.DOD fee sheet 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:

□ **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 and a copy prescription label).

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

- Full/Part Day Child Care - Vacation Camps - Middle School/Teen Activities or wanting to become a FCC provider
- Part Day Preschool - EDGE! Partnership Activities - Youth Sports
- Hourly Care - imAlone - SKIESUnlimited Classes, Kids on Site, Parent Participation
- Before/After School Care - Home School Support - HIRED! Youth Apprenticeships and many more