



ARMY CHILD & YOUTH SERVICES (CYS)

Registration Checklist

Children and Youth must be **FULLY REGISTERED** with CYS before enrolling in any CYS program or activity. Contact your local Parent Central Services office for additional information on the registration and/or enrollment process.

Upon completing all registration requirements, Parent Central Services will **ACTIVATE** the child/youth's **PASS** for access to CYS programs.

DOCUMENTS & INFORMATION FOR **NEW REGISTRATION OR ANNUAL RENEWAL**

- ☐ Proof of Child Eligibility
- ☐ Current Home and Work Information for Parent(s)
- ☐ Email Address(es)
- ☐ Child's Official Immunization Record
- ☐ Health Screening
- ☐ Medical Action Plan(s) (MAP), Special Diet Statement (SDS), if applicable
- ☐ Health Assessment/Sports Physical
- ☐ Military Orders, when applicable
- ☐ CYS Registration Form or Teen Registration Form

DOCUMENTS FOR **ENROLLMENT** INTO CDC, FCC, SAC, MST BEFORE/CAMP PROGRAMS

- ☐ Health Assessment/Sports Physical (HASPS)
- ☐ Income Documentation for Parent(s)
- ☐ DoD Child Care Fee Application
- ☐ USDA Income Eligibility Form
- ☐ Family Care Plan, if applicable

What patrons should know about registration with CYS:

- Registration is an annual requirement.
- The registration pass is valid for one year from the date signed by the parent. Passes may not be renewed earlier than 30 days from the expiration date.
- Any change in health status must be updated immediately and a new Health Screening, MAPs (if applicable) and Health Assessment/Sports Physical are required.
- If PCSing from one installation to another, Parent Central Services can transfer records with Global Data Transfer or provide you with a copy. **Records transferred through Global Data Transfer will require parent to update Sponsor and Spouse information at the gaining installation. Any MAPs and SDSs transferred may also need to be updated at the gaining installation.**

For your convenience, all forms and MAPs are available 24 hours a day via <https://webtrac.mwr.army.mil> (Click on the FORMS tab). You can also make payments, upload forms to your account or browse/enroll in Sports and Instructional Programs.

ASK ABOUT SPECIFIC CYS PROGRAMS at your installation!

Full/Part Day Child Care
Part-Day Preschool
Hourly Care
Kids on Site Child Care
Parent Advisory Board
Parent Participation Program

Before/After School Care
School-Out Camp Weeks
School Liaison Officer (SLO)
Home School Support
Strong Beginnings
Volunteer Opportunities

Middle School & Teen Center
Youth Sports & Fitness
SK/ESUnlimited Instructional Program
Babysitting Basics & imAlone Class
Resource & Referral

CYS REGISTRATION DOCUMENTS & INFORMATION DESCRIPTIONS:

Proof of Eligibility: Civilian Sponsor and/or Spouse must be present with Military ID or proof of DA Civilian status to verify eligibility. **NOTE: In the case of unmarried, legally separated parents with joint custody, or divorced parents with joint custody, children are eligible for child care only when they reside with the military service member or eligible civilian sponsor at least 25 percent of the time in a month that the child receives child care through a DoW program.** Legal Guardianship Papers, Birth Certificate, DEERS Enrollment Form, Military ID, or Military Orders listing child(ren) as dependents, in accordance with SOFA agreement.

Parent Home and Work Information: Local street address, mailing address (if different), OCONUS APO address, military unit or employer name, primary & alternate phone numbers are required.

Email Address: Official @army.mil email address of sponsor/spouse and any non-military email accounts checked regularly

Child's Official Immunization Record: Children in grade 5 and younger must provide written documentation of immunizations appropriate for the child's age (not required for children in SAC if enrolled in a public school). Immunization records must be translated to English prior to appointment. CYS follows the US Centers for Disease Control immunizations protocols and updates, in accordance with established timelines.

Health Screening: Required for children age 4 weeks through grade 5, as well as youth in grades 6-12 with Special Needs to record and evaluate allergies, medical/physical conditions, etc. [Any questions answered "Yes" may require additional documentation for the required Multidisciplinary Inclusion Action Team (MIAT) review. (See below.) (Teen Registration Form is available for registering youth in grades 6-12.)

Medical Action Plan (MAP)/Special Diet Statement (SDS): Required if a child is diagnosed with allergies, diabetes, asthma/ respiratory, or seizures that may require staff to give rescue medication or if the child requires any medical or religious food accommodations. IEP, IFSP or 504 Plans should also be submitted. All MAPs and SDSs (medical only) MUST include Health Care Provider's stamp, signature, and date.

NOTE: Registration cannot be completed until all medical documentation has been reviewed through the MIAT process.

Health Assessment/Sports Physical Statement (HASPS): Dated/signed/stamped within 365 days of registration (there is a 30 day grace period for INITIAL registration only at a new installation). A HASPS may be resigned by a parent for up to 3 years, if a review shows there has been no change in the child's health. A HASPS form may also be used as a Sports Physical, which is required for a child/youth enrolling in a team sport. Any health assessment form completed in the last 365 days can be submitted as a sports physical if there is an indication of "Cleared for Sports." If it expires during the sport season, a grace period of 1 month will be granted for continued participation, with proof that an appointment is scheduled. Sports physicals are valid for 1 year from the date of the health care provider's signature and may not be extended. Sports physicals must be received in order for a child to participate in sports activities.

Local Emergency Contacts and Child Release Designees: Other than Sponsor and Spouse, provide a minimum of 2 local emergency contacts, including names and phone numbers, who may also serve as emergency release designees. A minimum of one emergency contact is required at registration and a second within 30 days.

Military or Deployment Orders: Army Families may be eligible for Deployment Support Services, with validation of military orders or Commander's certification. Reserve and Guard must provide orders validating Active Duty status to be eligible for childcare.

Proof of Parent(s) Income: Child care fees are based on Total Family Income and are updated annually for Full or Part-time Childcare, Part-Day Classes, School Age Before/After Program, or Full-time Camp Weeks. Parents should provide most current documentation (LES, pay stub, etc.) showing one full month income. Failure to provide income documentation may delay services or result in denial of childcare. Parents must also validate employment/eligibility at the time of enrollment.

DoD Child Care Fee Application: Evaluates household income to determine a family's Fee Category. Must be completed annually at Parent Central Services for children enrolled in a child care, before/after school or camp program.

USDA Income Eligibility Form: Allows CYS to receive USDA funding to support the cost of meals/snacks provided (not applicable OCONUS).

Family Care Plan: Single/dual military are required to submit a DA Form 5305 (or military service branch equivalent), signed and certified by LOCAL Commander(s) within the last year (due within 30 days of enrollment in CDC, SAC, FCC or MST camp, then annually updated with Commander approval or as changes are made).