



# ARMY CHILD & YOUTH SERVICES (CYS)

## Registration Checklist

**Children & Youth must be FULLY CIS registered before enrolling in any CIS 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 all great programs CIS has to offer.

### DOUCMENTS & INFORMATION FOR **NEW REGISTRATION OR ANNUAL RENEWAL**

- Proof of Child Eligibility
- Parent(s) Current Home and Work Information
- Email Address
- Child's Official Immunization Record
- Health Screening
- Medical Action Plan (MAP)/Special Diet Statement (SDS) if needed
- Health Assessment/Sports Physical
- Military Orders
- Local Emergency Contact and Child Release Designees:  
 Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_ YES / NO Release Designee  
 Emergency Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_ YES / NO Release Designee

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

- Health Assessment /Sports Physical (HASPS)
- Proof of Parent(s) Income
- DoD Child Care Fee Application
- USDA Income Eligibility Form
- Family Care Plan

### What should patrons know about registration with CIS:

- It is an annual requirement.
- The pass is valid for one year from the date signed by patron. Passes may not be renewed earlier than 30 days from the original 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 your records with Global Data Transfer. **Records transferred through Global Data Transfer will require patrons to update. Sponsor and Spouse information at the gaining Installation. MAPs transferred may need to be renewed at 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) as well as the option to make payments, upload forms to your account or browse/enroll in Sports and Instructional Programs.**

### ASK ABOUT SPECIFIC CIS PROGRAMS

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

Middle School & Teen Center  
 Youth Sports & Fitness  
 Instructional Programs  
 Babysitting Basics & imAlone Class  
 Resource & Referral

## CYS REGISTRATION DOCUMENTS & INFORMATION DESCRIPTIONS:

**Proof of Eligibility:** Legal Guardianship Papers Birth Certificate, DEERS Enrollment form, Military ID, or Military Orders listing child(ren) as dependents in accordance with SOFA agreement. Civilian Sponsor and/or spouse must be present with CAC ID or proof of DA Civilian status prior to or at registration appointment 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 DoD program.**

**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:** Email address of sponsor/spouse and any non-military email accounts checked regularly

**Child's Official Immunization Record:** Children enrolling in or currently enrolled in Child Development programming and School age children who are not enrolled in public school (i.e. homeschooled) must provide written documentation of immunizations appropriate for the child's age. 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 all 6weeks –5th grade aged children & 6th-12th grade youth with Special Needs to record & evaluate child's 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 Form is available for 6<sup>th</sup> -12th grade.)

**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 child requires any medical or religious food accommodation. Also any IEP, IFSP or 504 Plans will need to be submitted. All MAPs and SDS (medical only) MUST include Health Care Provider's Stamp, Signature, & date.

**Registration may not be activated the same day of your appointment due to the required SNAP/MIAT review process.**

**Health Assessment/Sports Physical:** Dated/signed/stamped within 365 days of Registration (OR given 30 day grace period from initial registration date to complete). A CYS HASPS form may also be used as a Sports Physical (SP), which is required for ANY child/youth enrolling in a Team sport. Any health assessment form completed in the last 365 days can be submitted as a SP when there is an indication of "Cleared for Sports" & if it expires during the season, a grace period of one month will be granted for continued participation, if parent show proof of SP appointment (SP are valid for ONE YEAR from the Dr. Signature date and may be extended for a second year for children approved for participation in all sports by their health care provider on the SP form if there is no health changes. SP are due before participation allowed in all team sport activities).

**Local Emergency Contact and Child Release Designees:** Other than Sponsor & Spouse, provide a minimum of 2 names & phone numbers of who CYS can contact and/or release your child to in an emergency situation when unable to reach parent(s). [One emergency contact at registration and a second within 30 days of registering]

**Military or Deployment Orders:** Reserve & Guard must provide orders validating Active Duty status to use childcare. Army Families of deployed individuals in specific categories can obtain Total Army Strong benefits with validation of military orders or Commander's certification.

**Proof of Parent(s) Income:** This step is completed when you have **ACCEPTED** space in Full or Part-time Childcare, Part-Day Classes, School Age Before/After Program, or Full-time Camp Weeks to validate eligibility/priority level & calculate Total Family Income (TFI) to determine program fees. When required, please provide **current documents showing one full month** proof of income. Failure to provide Income Documentation may delay or terminate Services.

**DoD Child Care Fee Application:** To evaluate household income for eligibility for reduced fees. To be completed in Parent Central Services and annually when enrolled in a child care or camp program.

**USDA Income Eligibility Form:** Allows CYS to receive additional funding to support meals/snacks provided (Not applicable OCONUS).

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