



# 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.

**NEW REGISTRATION INFORMATION TO BRING TO YOUR REGISTRATION APPOINTMENT:**

Verification

- **Sponsor's Social Order** [Needed for proof of child eligibility] \_\_\_\_\_
- **Proof of Child Eligibility** (i.e. Legal Guardianship papers, Child Military ID Card, or Birth Certificate) \_\_\_\_\_
- **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 or 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** **Due within 30 days of enrollment** (Required for single/dual military and single/dual deployable civilian families) (Need name, address, phone numbers of designee) \_\_\_\_\_
- **Child's Official Shot Record (Most Recent)** \_\_\_\_\_
- **Deployment Orders for Army Families Only** (Families of deployed individuals can obtain Army Family Covenant discounts and benefits with proof of deployment) \_\_\_\_\_

**Annual Re-registration and New Registration:**

Verification

- **Child Health Assessment** **Due within 30 days of enrollment** (CYSS Health Form Parts A, B & C {or Part A + School Physical}) \_\_\_\_\_
- **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). **Will require 7-14 day Special Needs Assessment Process** \_\_\_\_\_

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

|                            |                                |                                 |
|----------------------------|--------------------------------|---------------------------------|
| - Full/Part Day Child Care | - Seasonal Camps               | - Middle School/Teen Activities |
| - Part Day Preschool       | - EDGE! Partnership Activities | - Youth Sports                  |
| - Hourly Care              | - imAlone                      | - SKIES Unlimited Classes       |
| - Before/After School Care | - Home School Support          | - HIRED! Youth Apprenticeships  |
| - Kids on Site             | - Strong Beginnings            |                                 |