

Topic: Registering Children for CYS Services at Central Registration, Bldg 1323

OPR: DFMWR  
Child Youth and School  
Services Central Enrollment  
380-4695

Reference: 608-10, section 3: 2-13, and 01 CYMS Training Guide-Household Files.

Procedure:

• Bring the following items to building 1323 to register for CYSS programs such as SKIES, child care, Middle School Teen, and Youth Sports.

- 1) Household and/or work email address
- 2) Minimum of Two release/emergency designees
- 3) Copy of child's official Immunization Copy Records. (Birth thru Elementary school)
- 4) Quarters/local residence address **AND** mailing address
- 5) Copy of birth certificate for children under 12 months of age
- 6) Current Health Assessment/Sports Physical Form that must be updated yearly.
- 7) Social Security Numbers – **for all family members** (sponsor, spouse, children).
- 8) Information on child/children's special needs
- 9) Family Care Plan
- 10) Leave and earnings statement (LES) or Pay documents

• Priority of Placement:

- #1: Children of Army Wounded Warriors (AW2), Warriors in Transition (WT)
- #2: Children of sole parent active duty military;
- #3: Children of dual parent active duty military;
- #4: All others

• Patrons may not use their priority status more than once per child.

• Priority status is forfeited if the patron declines a valid referral in any CYSS program. The child will then be placed on the preference for care waiting list as of the date they declined the referral or they may be removed from the waiting list at the parent's request.