### Parent Checklist

For General Information or to Download CYS Forms, Please Visit

https://campbell.armymwr.com/us/campbell/categories/cys-services

Forms that are italicized above are available online, along with other information.

For Waitlist Needs, Please Visit

www.militarychildcare.com or call 855-696-2934

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### CYS Checklist

<table>
<thead>
<tr>
<th><strong>Required Documents for all Registrations</strong></th>
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<td><strong>Registrations must be renewed at PCS annually</strong></td>
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- **One Proof of Eligibility** (i.e. *Birth Certificate showing sponsor's name, DEERS Enrollment, *Legal Guardianship Paperwork, *Child's Military ID) NOT required for renewal

- **Health Screening Tool** (Used to record/evaluate child's allergies, medical/physical conditions, etc.)

- **Two Emergency Contacts** (used if you need someone else to pick your child up from childcare or if we cannot reach the sponsor or spouse)

- **Parent(s)Home and Work Information** (Home address, phone number, email and Sponsor Unit)

- **DOD Child Care Fee Application DD Form 2652** (Must be completed by all patrons, whether income is submitted or not. Automatic CAT 9 with no income documents)

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### Other Registration Documents

- **Shot Records** (only children under age 6 and those 5th grade & below not enrolled in Public School)

- **Child Health Assessment** Due within 30 days. Must be signed by doctor AND have a clinic stamp. Needed for 5th grade and below for childcare (for every 3 years). Sports activities require a physical, for all ages, every year and must be submitted before the sport begins.

- **Medical Action Plans (MAP)** (Required for special diets or food restrictions, allergies, asthma, seizures, diabetes, etc. and must be signed AND have a clinic stamp) Any listed medications must be brought in with the MAP so that our staff can make a copy of the label. Once returned, it can take up to 14 business days to clear and for the child to be eligible for services.

- **Proof of Parent(s) Income** (Most Recent LES and/or last 3 Pay Stubs, VA income, Retirement Income, etc.) Income is only required for CDC, PDPS, SAC, TYC (care before noon) and FCC programs. Not required for Sports, SKIES and Hourly care.

- **Family Care Plan DA Form 5840/5305** (Required for Single/Dual Military Only per AR 608-10) Due within 30 days of registration.

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### Documents Required to receive Total Strong Benefits/Deployment Benefits

- **Deployment Orders**

  - **Command Approved Memo for 5th SFG and 160th SOAR** (Only the Command Approved memo can be accepted for these two units)

  - **WTU Orders/Memo**

  - **Rear Detachment Memo** with Start and End Date, Soldier's name, CDR signature

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### Before starting a program

- **Orientations** The following programs will require an orientation before the program can be used: Taylor Youth Center & School Age Centers (summer programs and school year programs each require an orientation), Child Development Centers, PDPS, FCC and Hourly Care

- **Enrollment Fee** Child Development Centers, PDPS, and School Age AM/PM care do require a 10% non-refundable deposit at the time of enrollment.