



## FORT CAMPBELL Parent Central Services (PCS)

BLDG 5384 Tennessee Ave & 5th Street

P:(270) 798-0674 F:(270) 798-2962

Mon-Thur 0800-1800 (Walk Ins & Appointments)

Friday 0800-1700 (Appointments)



Parent  
Checklist

CYS  
Checklist

### \*\*\*Required Documents for all Registrations\*\*\*

\*\*Registrations must be renewed at PCS annually\*\*

		<b>One Proof of Eligibility</b> (i.e. *Birth Certificate showing sponsor's name, DEERS Enrollment, *Legal Guardianship Paperwork, *Child's Military ID) <b>NOT</b> required for renewal
		<b>Health Screening Tool</b> (Used to record/evaluate child's allergies, medical/physical conditions, etc.)
		<b>Two Emergency Contacts</b> (used if you need someone else to pick your child up from childcare or if we cannot reach the sponsor or spouse)
		<b>Parent(s) Home and Work Information</b> (Home address, phone number, email and Sponsor Unit)
		<b>DOD Child Care Fee Application DD Form 2652</b> (Must be completed by all patrons, whether income is submitted or not. Automatic CAT 9 with no income documents)

### \*\*\*Other Registration Documents\*\*\*

		<b>Shot Records</b> (only children under age 6 and those 5th grade & below not enrolled in Public School)
		<b>Child Health Assessment</b> Due within 30 days. Must be signed by doctor <b>AND</b> have a clinic stamp. Needed for 5th grade and below for childcare (every 3 years). Sports activities require a physical, for all ages, every year and must be submitted before the sport begins.
		<b>Medical Action Plans (MAP)</b> (Required for special diets or food restrictions, allergies, asthma, seizures, diabetes, etc. and must be signed <b>AND</b> 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.
		<b>Proof of Parent(s) Income</b> (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.
		<b>Family Care Plan DA Form 5840/5305</b> (Required for Single/Dual Military Only per AR 608-10) Due within 30 days of registration.

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

		<b>Deployment Orders</b>
		<b>Command Approved Memo for 5th SFG and 160th SOAR</b> (Only the Command Approved memo can be accepted for these two units)
		<b>WTU Orders/Memo</b>
		<b>Rear Detachment Memo</b> with Start and End Date, Soldier's name, CDR signature

### \*\*\*Before starting a program\*\*\*

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

### 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](http://www.militarychildcare.com) or call 855-696-2934