

**FORT CAMPBELL Parent Central Services (PCS)**

BLDG 5384 Tennessee Ave &amp; 5th Street

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

**Mon-Thur 0800-1800 (Walk Ins & Appointments)****Friday 0800-1700 (Appointments)**Parent  
ChecklistCYS  
Checklist**\*\*\*Required Documents for all Registrations\*\*\*****\*\*Registrations must be renewed at PCS annually\*\***

	<b><u>One Proof of Eligibility</u></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><u>Health Screening Tool</u></b> (Used to record/evaluate child's allergies, medical/physical conditions, etc.)
	<b><u>Two Emergency Contacts</u></b> (used if you need someone else to pick your child up from childcare or if we cannot reach the sponsor or spouse)
	<b><u>Parent(s) Home and Work Information</u></b> (Home address, phone number, email and Sponsor Unit)

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

	<b><u>Shot Records</u></b> (only children under age 6 and those 5th grade & below not enrolled in Public School)
	<b><u>Child Health Assessment</u></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><u>Medical Action Plans (MAP)</u></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 3 weeks to clear and for the child to be eligible for services.
	<b><u>Proof of Household Income</u></b> (Most Recent LES and/or last 3 Pay Stubs, VA income, Retirement Income, etc. and Student schedule for those enrolled in college classes.) Income is only required for CDC, PDPS, SAC, TYC (care before noon) and FCC programs. Not required for Sports, SKIES and Hourly care.
	<b><u>DOD Child Care Fee Application DD Form 2652</u></b> (Must be completed by patrons that are using programs with a recurring bill (see above block). CAT 9 will be applied with no income documents. )
	<b><u>Family Care Plan DA Forms 5840/5305</u></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><u>Deployment Orders</u></b>
	<b><u>Command Approved Memo for 5th SFG and 160th SOAR</u></b> (Only the Command Approved memo can be accepted for these two units)
	<b><u>WTU Orders/Memo</u></b>

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

	<b><u>Orientations</u></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><u>Enrollment Fee</u></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