



FORT CAMPBELL Parent Central Services (PCS)
 2702 Michigan Ave in the Soldier Support Center (270) 798-0674
Mon-Thurs 0730-1630 (Walk Ins Welcome up to 1530)
Friday 0800-1130 Appointment only



Parent Checklist CYS Checklist

*****Required Documents for all Registrations*****

Registrations must be renewed at PCS annually

		One Proof of Eligibility (i.e. *Birth Certificate showing sponsor's name, or DEERS Enrollment, or *Legal Guardianship Court Documents Paperwork, or *Child's Military ID) NOT required for renewal
		Health Screening Tool (Parent questionnaire used to identify 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)

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

		Shot Records per CDC Guidelines (Only children under age 6 and those 5th grade & below not enrolled in Public School) ***Flu shot is required for ALL ages.***
		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 (every 3 years if using CYS form). 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 3 weeks to clear and for the child to be eligible for services.
		Proof of Household Income (Most Recent EOM LES and/or full 30 days of paystubs, 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.
		Spouse Verification of Employment Required for spouse who isn't employed but is seeking employment; must be submitted every 30 days after child is enrolled.
		Spouse Verification of Post-Secondary Education Required for spouse who is enrolled in a full time post-secondary education program; verification must be submitted every 90 days once child is enrolled.
		Family Care Plan DA Form 5305 (Required for Single/Dual Military Only per AR 608-10) Due within 30 days of registration & reverified yearly.

*****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, and FCC
		Enrollment Fee 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/programs/parent-central-services>
Forms that are italicized above are available online, along with other information.



To Request Full time, Part Day Enrichment or School Age Care Please Visit:

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

Wait times vary by Family Priority & Age Group