



U.S. Army Child, Youth
& School Services

ARMY CHILD, YOUTH & SCHOOL (CYS) SERVICES

Parent Central Services Office Registration Checklist

**Children/youth must be fully registered before they can use any CYS Services program.
Registration must be renewed annually.**

REQUIRED INFORMATION FOR REGISTRATION

For ALL ages, please be prepared with:

- _____ Proof of Eligibility – orders and/or sponsor's ID card
- _____ Parent(s) Home & Work Information – address, unit/employer name, phone numbers, email addresses
- _____ 2 Local Emergency Child Release Designees – names & phone numbers required; **cannot be parents of child.**

Birth through 5th grade additional information:

- _____ DA Form 7725 – available at Parent Central Services office
- _____ Medical Action Plans – Form 7720, 7727, 7717, 7718 or 7719; available at Parent Central Services Office
(As needed for allergies, diabetes, asthma/respiratory, seizures, special diet.)
- _____ Immunization Records – for child care ONLY
- _____ Health Assessment – due within 30 days for child care ONLY
- _____ LES/Pay Statement – for sponsor and spouse as appropriate; for child care ONLY
- _____ Family Care Plan –required for single soldiers or dual deployable families, due within 30 days, child care ONLY
- _____ For **TEAM** Sports only – Sports Physical – required before participating in ALL **TEAM** Sports activities

6th – 12th grade additional information:

- _____ Teen/ Registration Form
- _____ If any medical/physical/dietary special needs, **including ADHD** – DA Form 7725 and Medical Action Plan is required.
- _____ For **TEAM** Sports only – Sports Physical – required before participating in ALL **TEAM** Sport activities
- _____ Family Care Plan: required for single soldiers or dual deployable families, due within 30 days, **if attending Youth Center and Youth center program events.**

For more information or to register/enroll please contact Parent Central Services:

Parent Central Services – Main Office
Pulaski Building 2898
DSN: 493-4516/4122
CIV: 0631-3406-4516/4122
Monday – Friday 9:00 – 17:00

Parent Central Services One Stop Shop
Landstuhl Library, Building 3810
DSN: 486-8943
CIV: 06371-86-8943
Monday – Friday 10:00 – 17:00
Closed daily for lunch 13:00 – 14:00

****Child Care includes:** Full Day care, Preschool, Hourly care, Parents' Day/Night Out, Before/After School care, School Age Summer camp, Kinder camp.

****All Children** with Medical/physical/dietary special needs (**including ADHD**) must be cleared through CYS APH Nurse before CYS services registration can be completed.