



Fort Irwin Parent Central Services (PCS)
 Building 21 Langford Lake Rd. P:(760) 380-2257/2270
 Mon,Tues,Thur,Fri 0730-1630 Wednesday 0730-1300



Parent Checklist	CYS Checklist	Required Documents for all Registrations *Registrations must be renewed at PCS annually
		One Proof of Eligibility e.g. Legal Guardianship documents, Parent's/Guardian's Military ID, Child's Military ID, CAC. Proof of Eligibility is NOT required for renewal.
		Health Screening Tool Used to record/evaluate child's allergies,medical/physical conditions etc.
		Two Emergency Contacts Used only if we cannot reach the sponsor or spouse, or if another party is authorized to pick up your child. Must be no further than 1.5 hours from Fort Irwin.
		Parent(s)Home and Work Information Home address, phone/cell number, e-mail(AKO and/or private email), and Sponsor's Unit.

Other Registration Documents

		Shot Records For children under age 6 and children 5th grade & below not enrolled in public school. An annual Flu vaccine is required for all ages.
		Child Health Assessment (HA) Due within 30 days of registration. Must be signed by doctor AND have a clinic stamp. New HA required every 3 years (unless there is a change in child's medical history) for children 5th grade and below enrolled in regular care. Sports activities require an annual physical, for all ages and must be submitted before the sport begins.
		Medical Action Plans (MAP) Required for special diets, food restrictions, allergies, asthma, seizures, diabetes, etc. Must be signed by a doctor 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 may take up to 3 weeks to clear for the child to be eligible for services.
		Proof of Household Income Required for Child Development Center (CDC), Part-day Preschool (PDPS), School Age Center (SAC), Middle School Teen (MST) (before 1300) and Family Childcare programs. Not required: Sports, Instructional Programs, Hourly Care and/or Contractor Patrons. Most Recent LES and/or last two (2) Pay Stubs, VA Income, Retirement Income etc. If enrolled in full time college classes, a copy of the class schedule will be required.
		DOD Child Care Fee Application DD Form 2652 Will be completed by Staff at time of registration. The highest fee income category will be applied to any household not providing required financial documents or Contractor Patrons.
		Family Care Plan DA Forms 5840/5305 Required for Single/Dual Military Only per AR 608-10. Due within 30 days of registration.

Documents Required to Receive Total Army Strong Benefits/Deployment Benefits

		Deployment Orders
		Command Approved Memo
		WTU Orders/Memo

Before Starting a CYS Program

		Orientations The following programs require an orientation before the program can be used: CDC,PDPS, SAC, Family Child Care, MST and Hourly Care. Summer Camp Programs may require additional orientations.
		Enrollment Fee CDC, Part-day Preschool and School Age Center (Before/After Care) require a 10% non-refundable deposit at the time of enrollment.

For General Information or to Download CYS Forms, Please Visit

<https://irwin.armymwr.com/programs/parent>

For Waitlist Needs, Please Visit

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