

**Child & Youth Services
Central Enrollment
Bldg. 6620, Ft. Riley KS 66442
Phone: 239-9885
Hours: 0800-1700 Monday- Friday Walk In 0800-1300**

Registration Checklist

The following information is required to complete the registration process for CYS programs at your registration appointment:

- Quarters/local residence address **AND** mailing address (if different).
- Household and/or work email address.
- Minimum of Two** release/emergency designees – within 50 miles of Fort Riley
- Copy of child's official Immunization Records. (Birth thru Elementary school)
- Current Health Assessment
 - * **Health Assessment** required for each child birth thru elementary school. If this is not available, parents will have **30 days** from the date of registration to submit the completed **Health Assessment** to Central Registration; 30 day extension only valid for Health Assessment, not valid for Sports Physical.
- Sports Physical/Medical Statement
 - * **Current Sports Physical/Medical Statement** must be current at time of registration and remain valid through completion date of chosen team sport. No child/youth will be authorized to play (practice or participate in games) until a valid physical/medical statement is furnished. School physical may be used to satisfy requirement of medical statement. **Valid for one year.**
- Information on child/children's special needs (i.e. medications, Exceptional family Member Program (EFMP), allergies, illnesses).
- Ethnicity – This information is provided to agencies which we partner and may receive additional funding for programs (i.e. Boys & Girls Clubs of America, CFC...) and annual reports.
- School grade & school year for all children.
- Active duty parents, who are single or dual military (and any single/dual deployable civilians), must submit a completed **DA Form 5305-R**, from the Family Care Plan packet, **within 30 days** from the date of registration with Central Registration.
- Completed Application for DOD Child Care Fees and copies of **LES and pay statements** (to verify income) or verification of full time student for eligibility. Section II of the application can be omitted for those patrons in Category VI, LES and pay stubs are not required. If proper documentation is not provided, fees are figured at the highest level (Category VI). Pay documents are maintained at Central Enrollment and in CYMS for validation during audits. Outdated documents are destroyed upon re-registration.