

Sponsor Responsibilities for Placement on the Fort Polk Child, Youth & School Services Waiting List

1. I may place my child's name on the CYS Services waiting list as soon as I find out I will be stationed at Fort Polk or I identify a need for care.
2. I understand that I shall notify the Parent Central Services of any changes in any information given (phone number, date care is needed, etc.)
3. I understand that I must confirm my desire to keep the name of my child on the waiting list by contacting Parent Central Services every 30 days, in person or by telephone at 337-531-1955/1956 or by email at polk.cyscentralreg@conus.army.mil
4. I understand that my child will be removed from the waiting list if I do not renew my child's waitlist status every 30 days.
5. I understand that my child will be removed from the waiting list if I or my spouse cannot be reached at the numbers given when a vacancy occurs. **Correct telephone numbers are critical. It is your responsibility to notify Parent Central Services of any changes. If you cannot be reached, your child's name will be removed from the list.**
6. I understand that when contacted by Parent Central Services to fill a vacancy, I must respond within 24 hours to accept or decline the slot or my child's name will be removed from the waiting list. Enrollment in a CYS Services program requires current registration, up to date immunizations, current health assessment, proof of total family income (LES and/or paystubs), and any additional documents.
7. I understand that I may be offered a slot that is available up to two weeks before the date of requested services.
8. I understand that a request for specific room assignment and/or caregivers cannot be accommodated.
9. When I accept the offered slot, I will be given an appointment with Parent Central Services to enroll my child in the program. This appointment will be within 48 hours of my acceptance. At the enrollment appointment, I will be scheduled for an orientation at the facility my child will be attending. I will also be required to pay from the first day of care through the next billing period.
10. Upon placement on the waiting list, parents will be provided a copy of the waiting list procedures.



U.S. Army Child, Youth & School Services

Marla L. Menard
Digitally signed by Marla L. Menard
 DN: cn=Marla L. Menard, o=Army CYS Services, ou=Army
 CYS Services, email=marla.menard@conus.army.mil, c=US
 Date: 2010.03.09 17:38:39 -0500
 Marla L. Menard
 Child, Youth & School Services Coordinator

YOU MUST KEEP THIS PAPER AS PROOF OF APPLICATION FOR CARE

Child's Name: _____ Wait List Placement: _____

Child's Name: _____ Wait List Placement: _____

Signature: _____ Date: _____

FORT POLK CHILD, YOUTH & SCHOOL SERVICES (CYSS) WAITLIST FORM				
Sponsor/Parent	Rank/Grade	Unit Name/Employer		
Home Address	Home Phone	Work Phone	Cell Phone	
Spouse's Name	Rank/Grade	Work Phone	Cell Phone	Unit Name /Employer Name
Sponsor's AKO Email Address				
Designated Local Emergency Contact/Release (please print)	Home Phone	Duty/Work Phone	Other Phone	
Designated Local Emergency Contact/Release (please print)	Home Phone	Duty/Work Phone	Other Phone	
Child's Name	Date of Birth (M/D/YY)	Age	Grade:	School Name:
Child's Name	Date of Birth (M/D/YY)	Age	Grade:	School Name:
Child's Name	Date of Birth (M/D/YY)	Age	Grade:	School Name:
Child's Name	Date of Birth (M/D/YY)	Age	Grade:	School Name: