

Received from patron Clerk Initials: _____
Date: _____

Entered By: _____
Date: _____

CHILD DEVELOPMENT SERVICES WAITLIST APPLICATION

Please print all information clearly

Today's Date _____ Date care is needed _____
Sponsor's Name _____ Rank _____
Sponsor's Unit _____ Duty Phone () _____
Home Address _____ Home Phone () _____
_____ Cell Phone () _____
AKO email address _____@us.army.mil
Spouse's Name _____ Work Phone () _____
Spouse's Rank/Grade (if applicable) _____ Home Phone () _____
_____ Cell Phone () _____

PLEASE PROVIDE INFORMATION FOR EACH CHILD NEEDING CHILD CARE

If child is unborn please provide due date in DOB line

(1) Child's Name _____ DOB _____ Age _____
(2) Child's Name _____ DOB _____ Age _____
(3) Child's Name _____ DOB _____ Age _____
(4) Child's Name _____ DOB _____ Age _____

PLEASE MARK YOUR CHILD CARE CHOICE

FULL-DAY care for children ages 6 weeks-5 years
Monday-Friday (except Federal holidays), 5:30 am-6:00 pm

Clear Creek CDC Comanche CDC Fort Hood CDC Montague CDC

PART-DAY PRESCHOOL for children ages 3-5 years
Monday-Friday, times listed below

Part-day preschool follows the Killeen ISD school calendar and is not offered on Federal and some training holidays, school out days, and school breaks (i.e., spring break, winter break)

Clear Creek CDC 8:00 am-1:00 pm Comanche CDC 8:00 am-1:00 pm Kouma CDC 8:30 am-1:30 pm Montague CDC 8:00 am-1:00 pm

BEFORE AND AFTER SCHOOL care for children enrolled in Pre-Kindergarten and Kindergarten
Monday-Friday (except Federal holidays)

School _____ Grade Pre-Kindergarten
 Kindergarten

Before school care: Yes No After school care: Yes No

All information must be completed in order for your waiting list application to be processed

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: Section 3012, Title 10, United States Code

Principle Purpose: Information is for use of Army Child Development Services/School Age Programs

Routine Uses: No information is disclosed outside DOD. Disclosure is voluntary; however, if information is not provided, individuals may not be able to participate in Child Development Services (CDS)/School Age Care (SAC) programs.

Child, Youth & School Services Waitlist Statement of Understanding

I understand that:

- (1) There is no waitlist for spaces in certified Family Child Care homes. _____ (initials)
- (2) Priority for spaces in Child Development Centers is determined by the date the child is placed on the waitlist. Length of waitlist time cannot be predicted. When you are offered a space, you will have 24 hours to pick up the placement confirmation form and schedule an orientation appointment for the child to start within two weeks or less. _____ (initials)
- (3) A child must be completely registered and not missing any registration requirements such as shots, health assessment, emergency contacts, Special Needs Accommodation Process (SNAP) paperwork (Medical Action Plans), etc., at the time of placement. If any items are missing or registration is inactive, a space cannot be accepted and will not be held. _____ (initials)
- (4) Any changes in information on this request form should be made by completing a Waitlist Update/Confirmation Form available at the registration office, telephonically or through e-mail at Hood.DMWR.CYS.Central.Registration.Distro@conus.army.mil _____ (initials)
- (5) Children's names will be deleted if the parent, (a) cannot be reached at the telephone number(s) given, (b) declines a space meeting the date and program/location preference stated, (c) does not pick up the placement confirmation form, or (d) does not confirm their desire to keep child(ren) on the waitlist (within 90 days). In order to keep your child(ren) on the waitlist you must notify Parent Central Services every 90 days. For example, if your child is placed on the waitlist on January 21st, you must contact Parent Central Services prior to April 21st to let them know that you would like to keep your child(ren) on the list. _____ (initials)
- (6) Infants who are not yet born and placed on the projected waitlist will be deleted if parents do not confirm their desires to keep the unborn infant on the list. Once the infant is born, parents are required to update information with the child's name and the date of birth. _____ (initials)
- (7) Upon placement pick up, you will be required to pay a holding fee of 10% of your monthly child care expenses. _____ (initials)

Parent Signature

Date