

## Childcare Reservation Form, Marine Corps Ball 2012

Childcare will be available at the Child Development Center (CDC) at Patch Barracks. Parent Central Services (PCS) registration is required for every child. You may register your child at PCS, Building 2347, located at Patch Barracks. ***If your child is not registered at PCS, he/she will not be allowed to attend the arranged childcare for the Marine Corps Ball.*** PCS Registration is required no later than 26 October 2012, otherwise you forfeit your reservation and payment.

Childcare will begin at 1600 and end at 2400. Cost for childcare is a flat rate of \$36 per child. There is no pro-rated amount. The children will be provided with dinner and snacks during this time. The last day to register is 26 October 2012. Payment for childcare may be made at the time of the ball ticket purchase. Due to limited availability, reservations are based on a first come, first serve basis. Checks are payable to the "Stuttgart Semper Fi Club." ***This fee is non-refundable unless the minimum of ten children is maintained. In all cases, requests for refunds will not be authorized or entertained before 10 November 2012.***

Parent's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

(Parents must keep a cell phone with them during the event)

Child #1 Name & Age: \_\_\_\_\_

Child #2 Name & Age: \_\_\_\_\_

Child #3 Name & Age: \_\_\_\_\_

Child #4 Name & Age: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Parent Responsibilities:**

- a. Ensure children attending the Special Opening are currently registered with CYS Services and their immunization records are up to date **no later than 26 October 2012**. Participants will not be eligible to utilize childcare if the registration and shots are not current.
- b. Although a meal will be provided, it is advisable to feed your children before arriving at the Special Opening session. Snack will be provided every three hours while in care. All infant formula bottles will be non-glass material and will be labeled with the child's name and date. Infant food in jars will be non-opened with the child's name and date.
- c. Parents must provide a change of clothing for each child in care and all diaper changing materials (wipes, pull-ups, and diapers) when required.
- d. Children must be dropped off NET 1600 and picked up NLT 2400.
- e. All children will be screened for illness. Any child showing obvious signs of illness will be denied care. Staff will NOT administer medication during the contracted childcare hours.
- f. **Any rescue medications must be on site at time of drop-off.** Please ensure that all medications listed on the Medical Action Plan are brought to the facility and labeled appropriately. Care will be denied for any children who do not have the proper medications with them at time of drop-off.

Please follow the above guidelines to ensure a pleasant childcare experience.

If you have any questions, please contact the Family Readiness Officer, Mrs. Kathy Nelson at 0703-115-3593, DSN 431-3593.

If this is your first time registering with PCS, please print the following forms from the PCS website at <http://www.stuttgartmwr.com/cys/cer/> and take them with you for the physical:

PCS Registration forms for New Family Enrollment and Annual Renewal Enrollment; Health Screening Tool (Form 7625); Respiratory Medical Action Plan; Special Diet; Seizure Medical Action Plan; Diabetic Medical Action Plan; Allergy Medical Action Plan.

Once the physical is complete, schedule an appointment at PCS (DSN: 430-7480/CIV: 0711-680-7480) to complete the enrollment process. This will save you a lot of time.