



## Navy Child and Youth Programs Registration Form

Start Date (MM/DD/YYYY):

Requiring Directive OPNAVINST 1700.9

Child's Name (Last, First, Middle):		Sex:	Birthdate (MM/DD/YYYY):		Age:
Name of Child's School (if applicable):			Child's School Grade Level (if applicable):		
Registering for: <input type="checkbox"/> CDC <input type="checkbox"/> SAC		Type of Care: <input type="checkbox"/> Full-Time		<input type="checkbox"/> Before School	<input type="checkbox"/> Hourly Care
<input type="checkbox"/> CDH <input type="checkbox"/> YP		<input type="checkbox"/> Part-Time		<input type="checkbox"/> After School	<input type="checkbox"/> School Camp
<input type="checkbox"/> 24/7 Center <input type="checkbox"/> YSF		<input type="checkbox"/> Part-Day Enrichment		<input type="checkbox"/> Before & After Hourly Care	
Sponsor's Name (Last, First, Middle):		Rank/Rate:	Branch:	Status: <input type="checkbox"/> ACT <input type="checkbox"/> CIV <input type="checkbox"/> RET <input type="checkbox"/> CYP <input type="checkbox"/> CRT <input type="checkbox"/> RES <input type="checkbox"/> COM CIV	
Home Address (include City and Zip Code): <input type="checkbox"/> Lives on base <input type="checkbox"/> Lives offbase					
Home Phone (include area code):		Cell Phone (include area code):		Email Address:	
Duty Station/Place of Employment (include address, city, and zip code):			Work Phone:		PCS Date (if known) (MM/DD/YYYY):
Family Type: <input type="checkbox"/> Single Parent <input type="checkbox"/> Dual Military <input type="checkbox"/> FT Working Spouse/Partner		<input type="checkbox"/> PT Working Spouse/Partner <input type="checkbox"/> Student Spouse/Partner <input type="checkbox"/> Unemployed Spouse/Partner		If Spouse/Partner is Military: Branch: Rank/Rate:	
Spouse's/Partner's Name (Last, First, Middle):			Spouse's/Partner's Place of Employment or School:		
Spouse's/Partner's Work Phone:		Spouse's/Partner's Cell Phone:		Spouse's/Partner's Email Address:	
Child has sibling(s) enrolled in another Child and Youth Program: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, list child(ren)'s name and program)					

### Emergency Notification Contacts (may also pick up the child in non-emergency situations)

(At least 2 local emergency contacts other than the child's parent(s) or legal guardians required; provide as many phone numbers as possible)

Name	Relationship to Child	Home Phone	Work Phone	Cell Phone

### Non-Emergency Authorized Release/Pick-Up Contacts (will not be contacted for emergencies)

(Authorized to pick up the child in non-emergency situations; provide as many phone numbers as possible)

Name	Relationship to Child	Home Phone	Work Phone	Cell Phone

### Consent for Ambulance for Emergency Care

I hereby give my consent for an authorized Navy CYP Professional to call an ambulance for my child, \_\_\_\_\_, in the case of a medical or dental emergency. I understand that every effort will be made to contact me or my emergency contacts in the event of an emergency prior to such action. Treatment may take place at any medical facility. Any expense incurred will be borne by me.

Name of Child's Medical Insurance Company		Policy/Group Number (not needed for Active Duty)	
Name of Policy Holder		Name of Child's Physician	
Sponsor's Consent for Ambulance for Emergency Care			Date
SIGN HERE			

Sponsor's Signature and Date <i>(Signature indicates the sponsor has provided true and accurate information to the best of his/her knowledge)</i>		Date
SIGN HERE		
CYP Representative's Signature and Date <i>(Signature indicates the CYP Representative has reviewed the registration form and verified the family's eligibility and priority type)</i>		Date
SIGN HERE		

**AUTHORITY:** P.L. 101-89, Sec. 1507, "Military Child Care Act of 1989;" Title 5 U.S.C. 301 Department Regulations; E.O. 9397; and OPNAVINST 1700.9 "Child and Youth Programs."  
**PURPOSE:** To provide Child and Youth Programs (CYP) with authorization for medical treatment in emergency situations; identify children and sponsors; record required immunizations, and record known allergies and special instructions.  
**ROUTINE USES:** Information may be furnished to military or civilian doctors or hospitals in the course of obtaining medical attention for children. The SSN is necessary so that the Child and Youth Programs can identify the individual and his/her records. Information furnished may be disclosed to any DoD component, and upon request, to other federal, state and local governmental agencies in the pursuit of their official duties relating to proper child care. Finally, the information may be disclosed to law enforcement activities for the purpose of litigation.  
**VOLUNTARY DISCLOSURE:** Furnishing the information is voluntary; however, failure to provide the requested information could result in denial of a child's admission to the CYP.



## Navy Child and Youth Programs Registration Form

### Instructions for Completing the Navy Child and Youth Programs Registration Form

1. A separate Registration Form shall be completed for each child being registered.
2. The parent shall complete all the information about the family and/or child.
3. For the "Registering for" block, check the program(s) for which you are registering (CDC – Child Development Center, SAC – School Age Care, CDH – Child Development Home, YP – Youth Programs, YSF – Youth Sports and Fitness, 24/7 Center)
4. For the "Status" block, check any category that applies to the status of sponsoring parent and/or military spouse, if applicable (Key: ACT – Active Duty, RET - Retired, RES - Reservist, CIV - DoD Civilian, CTR - DoD Contractor, COM CIV - Community Civilian, CYP – CYP Employee).
5. Medical insurance policy numbers are not required for parents who are active duty.
6. After completing the form, sign and date all required signature blocks. This verifies that all information is correct and validates the agreement to allow transport for medical or other emergencies.
7. If information becomes outdated during the year (before the next year's annual registration), the parent may cross out the incorrect or outdated information and write in ink the new updated information. Initial and date any updated information on the form.
8. Annually, a new form shall be completed, signed, and dated.
9. A CYP Professional (e.g., Operations Clerk, Director, CDH Provider, etc.) shall sign and date in the CYP Professional signature boxes as witness to the parent's signature and date.



# NAVY CHILD AND YOUTH PROGRAM HEALTH INFORMATION FORM 1700/52

Child's Name (Last, First, Middle):

Sponsor's Name (Last, First, Middle):

## PART A: IDENTIFICATION OF CHILD/YOUTH MEDICAL AND/OR DIETARY NEEDS

*(Some of these questions may require additional documentation. Please refer to the instructions on Page 2.)*

1. Is there any information we need to know to support your child's medical needs?  Yes  No  
If "Yes," please briefly describe.

2. Does your child have any allergies or allergic reactions?  Yes  No  
If "Yes," please list the allergen(s) and corresponding reactions.

3. Does your child have any food intolerances that require food substitutions (e.g., lactose intolerant)?  Yes  No  
If "Yes," please describe:

## PART B: IDENTIFICATION OF MEDICATION NEEDS

4. Does your child require emergency response medication?  Yes  No  
If "Yes," please describe your child's emergency response medication needs.

5. Will your child need to take medication for any ongoing medical conditions (non-emergency) while in care at the CYP? (does not include medication for temporary needs, such as antibiotics)  Yes  No

## PART C: OTHER NEEDS REQUIRING ASSISTANCE WHILE IN CARE

6. Does your child require any accommodations to participate in CYP (e.g., alternative communication, physical, sensory, or material adaptations)?  Yes  No  
If yes, please describe.



# NAVY CHILD AND YOUTH PROGRAM HEALTH INFORMATION FORM 1700/52 (PILOT)

## PART D: EARLY INTERVENTION AND SPECIAL EDUCATION

7. Is your child receiving services through an Individualized Family Service Program (IFSP) or Individualized Education Program (IEP)?  
 Yes  No

## PART E: EXCEPTIONAL FAMILY MEMBER PROGRAM (EFMP) ENROLLMENT

8. Is your child enrolled in the EFMP?  Yes  No

I acknowledge that all the above information is true and accurate. I understand that if there are changes in my child's health or developmental needs that will require additional assistance in the CYP, I must notify the CYP. Changes to my child's health information may require additional medical documentation and meeting with the Navy CYP Inclusion Action Team (IAT).

**Sponsor's Signature and Date** (Signature indicates the sponsor has provided true and accurate information to the best of his/her knowledge.)

**CYP Professional's Signature and Date** (Signature indicates the CYP Professional has reviewed the information provided on this form and will alert the CYP Director immediately to ensure any necessary accommodations are made for the child.)

This form must be reviewed by the parent(s) each year during the annual registration process. If there are no changes to be made, the parent(s) may simply initial and date the form. If there are changes to be made, a new form must be completed.

*Sponsor's Initials and Date:*      *Sponsor's Initials and Date:*      *Sponsor's Initials and Date:*      *Sponsor's Initials and Date:*

\_\_\_\_\_

**AUTHORITY:** P.L. 101-89, Sec. 1507, "Military Child Care Act of 1989;"; Title 5 U.S.C. 301 Department Regulations; E.O. 9397; and OPNAVINST 1700.9 "Child and Youth Programs."

**PURPOSE:** To provide Child and Youth Programs (CYP) with information about your child's overall health and needs that may affect his/her care at the CYP.

**ROUTINE USES:** Information may be furnished to military or civilian doctors or hospitals in the course of obtaining medical attention for children. The information may also be shared with members of the command Inclusion Action Team (IAT) for the purpose of identifying any accommodations your child may need.

**VOLUNTARY DISCLOSURE:** Furnishing the information is voluntary; however, failure to provide the requested information could result in denial of a child's admission to the CYP.



## NAVY CHILD AND YOUTH PROGRAM HEALTH INFORMATION FORM 1700/52 (PILOT)

### Additional Information

The Health Information Form – CNICCYP 1700/52 is used as a screening tool by the CYP to determine whether your child requires additional documentation and resources to support their participation in CYP. If you answer yes to any question(s) on this form, the CYP Director will contact you to obtain additional information to support your child. Depending on your child's needs, the CYP Director may also refer your child to the Inclusion Action Team (IAT). The Inclusion Action Team (IAT) is a team of professionals that collaborates to support the full inclusion of children with diagnosed or undiagnosed disabilities, differing abilities, or special needs. These experts in the fields of medicine, therapy, family services, special education, and general education help CYPs locate resources for families and identify reasonable accommodations that can be implemented to support a child's success in that CYP. If the CYP Director feels your child may benefit from a referral for IAT support, you are always consulted first and encouraged to participate in the discussion. You are the expert on your child, and as such, you are the most valuable member of the IAT.

Additional documentation required varies depending on each child's needs, but may include the following items:

**Emergency Action Plan (EAP):** The EAP tells CYP staff how to respond to your child or youth's needs in case of a medical emergency (e.g., a youth with a severe peanut allergy accidentally eats peanut butter). EAPs must be developed, completed and signed by their health care providers. EAPs may be provided by the child or youth's health care provider or the CYP can provide an EAP template for the health care provider to use.

**Medication Administration Form:** This form is required for all children who need administration of prescription medication at the CYP and must have the following signatures: (1) health care provider signature on written instructions, including the type of medication, dosage, frequency, and duration of the administration period (e.g., 3 weeks, 1 year, indefinite), and (2) parent signature, giving consent for authorized employees to administer medication while the child is at the CYP. If the form is for emergency response medication, an EAP is also required.

**Individualized Education Program (IEP) or Individualized Family Service Plan (IFSP):** Children or youth who have received (or are receiving) early intervention or special education services from a school district will have an IEP and/or IFSP. Families are strongly encouraged, but not required, to provide a copy of the IEP or IFSP to the CYP, as this can help the program develop accommodations to meet the child or youth's needs.

#### Definitions:

**Food Allergy:** When a child has a food allergy, his/her body responds to food as if it were a threat. The body's immune system response can be mild or, in rare cases, associated with a severe and life-threatening reaction called anaphylaxis. Allergic reactions are highly unpredictable. The severity of one attack does not predict the severity of the next attack. The only way to prevent a life-threatening reaction is strict **avoidance** of the allergen.

**Food Intolerance:** When a child has a food intolerance, it is a reaction of the digestive system and is not dangerous. Although a child may experience gas, bloating, abdominal pain and/or diarrhea, the reactions will pass and the child is not in danger. Children with food intolerances likely do not have prescribed medications for their condition and do not need an EAP. Some common food intolerances are lactose and gluten.



# NAVY CHILD AND YOUTH PROGRAM PERMISSION STATEMENTS 1700/43

Requiring Directive OPNAVINST 1700.9E

Child's Name (Last, First, Middle):	Start Date (MM/DD/YYYY):
Sponsor's Name (Last, First, Middle):	

## SPONSOR RELEASES, PERMISSIONS, AND ACKNOWLEDGEMENTS

**Hold Harmless Release:** I agree to release and hold harmless the United States, its officers, its agents, and its instrumentalities against any claims, demands, actions, debts, liabilities, judgments, costs, or attorney's fees arising out of, claimed on account of, or in any manner predicated upon his/her participation in any Navy MWR/CYP activity, use of facilities and/or equipment including any loss or damage to property, any injury or death of any person, in any manner caused or contributed to by the United States, its officers, its agents, or its instrumentalities except in cases of gross negligence. **In order to participate in Navy CYP, the sponsor is required to sign the Hold Harmless Release.**

**SIGN HERE** Sponsor's **Signature/Date:** \_\_\_\_\_

**Media Release:** I grant permission for my child to be included in the use of the following formats for the purpose of education and publicity of the CYP community without further permission from me—photographs, video, and audio recordings used in the CYP facility and media such as social media (e.g., Facebook, Twitter), military installation website, CNIC CYP website, Teaching Strategies Gold, etc. I have listed below any exceptions to this release (e.g., "Pictures of my child may be posted in the center, but may not be posted or published anywhere outside of the center." Or, "My child may have his/her picture taken, but I do not want him/her to be videotaped.").

**Exceptions** (list any exceptions to the media release; if none, enter "None"): \_\_\_\_\_

**SIGN HERE** Permission **Signature/Date:** \_\_\_\_\_

**Denied** Permission Signature/Date: \_\_\_\_\_

**Topical Non-Prescription Product Application Permission:** I understand there might be occasions when my child may need a topical non-prescription product—for his/her own health, safety, and comfort—such as diaper cream, sunscreen, insect repellent, etc. I understand that I must provide these types of topical products and I grant permission for CYP Professionals to apply such products to my child when needed to prevent diaper rash, sunburn, bug bites, etc. If I choose topically applied products with which the CYP is not familiar, a Materials Safety Data Sheet will be required for each product.

**SIGN HERE** Permission **Signature/Date:** \_\_\_\_\_

**Denied** Permission Signature/Date: \_\_\_\_\_

**Field Trip/Transportation Acknowledgement:** I acknowledge that field trips are an important part of the CYP because they enhance my child's experience with the CYP. CDC and CDH field trips may include walking in the immediate CYP and CD home surroundings (infants may be transported in a buggy/stroller) or on the military installation. Some preschool trips may require bus or other vehicle transportation, either in a CYP vehicle or a chartered vehicle or bus. YP field trips may include transportation via a CYP-operated or chartered vehicle or bus to and from schools and field trip locations in the surrounding areas. The YP may also offer excursions within walking distance of the CYP facility and military installation.

**INITIAL HERE** Initials/Date: \_\_\_\_\_

**Acknowledgement of Receipt of the Navy CYP Parent Handbook:** I have received and understand the policies contained in the Navy CYP Parent Handbook.

**INITIAL HERE** Initials/Date: \_\_\_\_\_

**Acknowledgement of Revocation or Invocation of Any of the Above Permissions or Releases:** I understand that I may revoke or invoke any of the above permissions or releases in writing at any time. If I choose to revoke or invoke a permission or release, it is my responsibility to provide written notification to the CYP requesting the revocation or invocation. **If I choose to revoke the Hold Harmless Release, I understand my child will no longer be permitted to participate in Navy CYP.**

**INITIAL HERE** Acknowledgement **Signature/Date:** \_\_\_\_\_

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MEMORANDUM:

FROM: NAF ATSUGI, CHILD AND YOUTH PROGRAMS

SUBJECT: Child and Youth Behavioral Military & Family Life Counselor

1. This letter is to inform you about the Child and Youth Behavioral Military and Family Life Counseling (CYB-MFLC) program services. Due to the unique challenges faced by military families, the Department of Defense is offering this private and confidential non-medical counseling service to military service members, military families, and military family service member's children in Child and Youth Programs, Department of Defense Education Activity schools, Local Education Agencies, DoDEA CYP summer programs, National Military Family Association Operation Purple Camps, Guard/Reserve camps, and Operation Military Kids Camps.
2. The CYB-MFLC counselors may support the centers, schools, summer programs and camps and work with military children and their families in the following ways:
  - Observe, participate and engage in activities with children and youth.
  - Provide direct interaction with military children.
  - Model behavioral techniques and provide feedback.
  - Suggest courses of age appropriate behavioral interventions to enhance coping and behavioral skills.
  - Provide outreach to military parents when they are available such as when they drop off or pick up their children or at family events.
  - Be available for military parents to contact for guidance and support.
  - Facilitate psycho-educational groups.
  - Conduct training for staff and parents.
  - Recommend referrals to military family programs and other resources as needed.
3. The counselor may assist military parents, military children and centers with the following type of issues:
  - Communication
  - Self-esteem/self-confidence
  - Resolving conflicts
  - Behavioral management techniques
  - Bullying
  - Helping children deal with angry feelings
  - Sibling/parental relationships
  - Deployment and reintegration issues
4. The counselor may also work with military children in settings such as field trips and other center, camp, or school sponsored activities.

5. The counselor is available to accommodate appointments and meetings/activities after hours and on weekends with advance notice.
6. At no time will the counselor meet individually with a child without being in line of sight of a CYP, DoDEA, LEA, or camp employee or a parent/guardian.
7. The counselor may use only OSD approved materials for trainings, groups, and any other activities.
8. **With the exception of mandatory state, federal, and military reporting requirements (i.e., domestic violence, child abuse, and duty-to-warn situations), as well as oversight review by DoD of the service you received should an adverse or harmful event occur, MFLC support is private and confidential to encourage the greatest level of participation.**

Print Name of Child: \_\_\_\_\_

Select only one check box below:

**I understand the above CYB-MFLC program description and authorize my child to participate in CYB-MFLC services. This authorization is valid for the duration of my child's enrollment. I understand I can revoke this authorization at any time in writing.**

**I do not authorize my child to participate in CYB-MFLC services.**

\_\_\_\_\_  
PARENT OR GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE





## NAVY CHILD AND YOUTH PROGRAM BIRTH TO FIVE CHILD AND FAMILY PROFILE

The Navy Child and Youth Program (CYP) Birth to Five Child and Family Profile is designed to help our CYP Professionals get to know your child and family, so that they are best prepared to provide a fulfilling and meaningful experience and to ensure your child’s needs are met. Please complete the sections below as fully as possible.

PARENT/GUARDIAN INFORMATION			
NAME OF SPONSOR/PARENT:		DATE COMPLETED	
NAME OF SPOUSE (IF APPLICABLE)		PERSON COMPLETING FORM	

CHILD INFORMATION		
NAME (LAST, FIRST, MI):	NICKNAME:	AGE:
CHILD’S PRIMARY LANGUAGE:	OTHER LANGUAGES SPOKEN IN THE HOME:	

FAMILY INFORMATION			
SIBLINGS	AGE	EXTENDED RELATIVES/OTHERS (living with the child)	RELATIONSHIP

TELL US ABOUT YOUR CHILD
Please describe your child’s communication skills (e.g., how does your child tell you what he/she wants, special words used to describe needs, etc.).
Please describe your child’s motor skills (e.g., how does your child get from one place to another; crawling, scooting, roll, walk, run, is there a skill that your child is working on, etc.).
Please describe your child’s self-help skills (e.g., what can s/he do by her/himself, help with dressing, washing, eating, putting on shoes, putting toys away, etc.).



## NAVY CHILD AND YOUTH PROGRAM BIRTH TO FIVE CHILD AND FAMILY PROFILE

### TELL US ABOUT YOUR CHILD

Please describe your child's emotional behavior (e.g., does your child have any fears, how does your child react to changes in routine, how does your child express frustration or anger, what is comforting to your child, etc.).

Please describe your child's experience with other children (e.g., is this your child's first group experience, do children come to visit, are there friends in the neighborhood, etc.).

What does your child like to do during the day (e.g. favorite activities, songs, toys, etc.).

Many families wonder about how their child is growing or learning compared to other children the same age. Is there anything that you wonder about how your child is growing or learning?

Is there anything else you would like us to know about your child?

### DAILY ROUTINES

#### DIAPERING/TOILETING

Please describe your child's toileting needs (e.g., toilet training, reminders needed, special words, etc.).

Is there anything special we should know about dressing and undressing your child?



## NAVY CHILD AND YOUTH PROGRAM BIRTH TO FIVE CHILD AND FAMILY PROFILE

Does your child have any birthmarks or other identifiable markings the staff should be aware of? If so, where are they located?

### SLEEPING AND RESTING (Navy CYP requires all infants 12 months and younger be placed on their backs to sleep)

What signs does your child exhibit when he/she is tired and needs to sleep?

Please describe your child's daily napping/sleeping routine (e.g., usual nap times, what helps child to fall asleep, etc.).

Describe how your child wakes up: (e.g., quickly, slowly, happy, etc.).

### MEALTIME AND INFANT FEEDING

Please describe your child's eating (e.g., mealtimes, food likes/dislikes, dietary preferences or restrictions, allergies, etc.).

Is your infant breastfed? Select Yes (Y) or No (N)	<input type="checkbox"/> Y	<input type="checkbox"/> N
If yes, will mom come to the center/home to nurse? Select Yes (Y) or No (N)	<input type="checkbox"/> Y	<input type="checkbox"/> N
If no, will you send expressed breast milk?	<input type="checkbox"/> Y	<input type="checkbox"/> N
If your infant is not breastfeeding, what formula do you use?		
Is your infant eating solid foods? Select Yes (Y) or No (N)	<input type="checkbox"/> Y	<input type="checkbox"/> N

If yes, please list which ones, including any finger food:



## NAVY CHILD AND YOUTH PROGRAM BIRTH TO FIVE CHILD AND FAMILY PROFILE

### TELL US ABOUT YOUR FAMILY

Please describe some of your favorite activities to do as a family.

Please describe special events your family celebrates and what those celebrations might include.

Are there things from home that are special to the family that you would be willing to share? (e.g., family recipes, traditions, etc.).

Are there any special skills and talents that members of your family might contribute to the program?

Is there anything else that you would like us to know about your family?



## NAVY CHILD AND YOUTH PROGRAM BIRTH TO FIVE CHILD AND FAMILY PROFILE

### FAMILY ENGAGEMENT OPPORTUNITIES

Child & Youth Programs strives to strengthen the practice of engagement through continuous program improvement. As a component of that philosophy, Navy CYP believes family relations are an essential component of quality child care, the CYP and the military community. Our programs promote engagement by inviting family members to share interests, talents, abilities, knowledge, and skills as inclined. There are a myriad of opportunities available for parent participation throughout the year from participating on the Parent Involvement Board (PIB) to assisting on field trips or during a CYP event.

Please check the activities that you might be interested in participating in. Or, add other skills and talents that you would like to contribute to our CYP program!

- PIB Chairperson
- Program PIB Representative
- Field Trip Volunteer
- Participating in Activities
- Attending a CYP sponsored parent education event
- Making educational materials
- Reading books to children
- Assisting with meal time and having conversations with the children
- Assisting with projects such as art projects or carpentry/building projects
- Creating bulletin board displays
- Facilitating or assisting with special activities like planting and maintaining a garden
- Volunteering as a Youth Sports and Fitness Coach

Other:

- \_\_\_\_\_
- \_\_\_\_\_

Parent Signature

Date