

MCHD-MWR (608-10)

CHILD, YOUTH & SCHOOL SERVICES (CYSS) WAITING LIST
FACT SHEET
FT.DETRICK – SILVER SPRING, MARYLAND

Please read! This fact sheet is being provided to inform Child, Youth & School Services (CYSS) patrons of the waiting list policies.

IT IS THE RESPONSIBILITY OF THE PARENT OR LEGAL GUARDIANS TO CONFIRM INTEREST IN REMAINING ON THE CYS WAITING LIST BY CONTACTING THE CENTRAL REGISTRATION OFFICE EVERY THREE MONTHS, BASED ON THE MONTH OF THE INITIAL APPLICATION. FAILURE TO MAKE THESE QUARTERLY CONFIRMATIONS WILL RESULT IN REMOVAL FROM THE CYS WAITING LIST.

1. There exists within CYSS one main waiting list, CYSS Immediate Care (Excess) with 2 sub waiting lists, Projected Demand and Preference for Care.

IMMEDIATE CARE (EXCESS) – This List contains children who is not currently enrolled in a viable child care option in any Army CYSS operated, affiliated or sponsored child care program. Patrons on this list must specify one of two authorized placement options:

- First Available. These patrons need care immediately and will consider any viable option. When they reach the top of their priority level listing, they will be offered the first vacancy that meets their age group and care type (full-day or part-day) requirements.
- Family Choice. These patrons prefer to wait until a vacancy becomes available at a specific program, site or location. They may reach the top of their priority level, but they will not be contacted until a vacancy in their specified choice occurs. This may increase the amount of time before a placement can be made
 - a. Projected Demand Sub waiting List – This subwaiting list includes unborn children and children transferring to the installation. It is the responsibility of the patrons to inform the Central Registration Office when the child is born or when the patron arrives at post, so the child can be placed on the Excess Demand Waiting List. Projected Demand Waiting List forms of patrons will be purged after one year from the initial waiting list application date unless they have kept their status updated and current with the Central Registration Office.
 - b. Preference for Care Sub waiting List-.This list reflects patrons who are currently enrolled in a viable CYSS program and want to change to a different care option, site or location. A request for Care Date will be the day the patron requested placement on the Preference for Care list. Priority levels do not apply on the Preference for Care listing

2. The following acceptance priorities are in affect for the Immediate Care (Excess) Waiting List when waiting periods for program services are necessary.

- a. Single and Dual military, single and marry DoD civilians, Activity duty military or DoD sponsor w/a DoD or Non-DoD working spouse, Sibling of children enrolled in the program, and Mission related Geographically single spouse working or assigned to WRAMC

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b. Active Duty Military who's Spouse is a Student, or Full Time Volunteer (Active Duty Military not assigned to, but working on, or living on the installation

c. DoD Contractors and Local Determination

3. Sponsors have 24 hours to accept or decline a vacancy. Sponsors who decline an opening will be removed from the specific waiting list on which they have been placed and lose their priority status. For further information phone the Central Registration Office at 202-782-0565, Monday through Friday, 0700-1600 hours.