



## 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"/> CDH <input type="checkbox"/> 24/7 Center	<input type="checkbox"/> SAC <input type="checkbox"/> YP <input type="checkbox"/> YSF	Type of Care:	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Part-Day Enrichment	<input type="checkbox"/> Before School <input type="checkbox"/> After School <input type="checkbox"/> Before & After Hourly Care	<input type="checkbox"/> Hourly Care <input type="checkbox"/> School Camp
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
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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
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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
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**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 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:** \_\_\_\_\_

**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 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 YOUTH AND FAMILY PROFILE

The Navy Child and Youth Program (CYP) Youth and Family Profile is designed to help CYP Professionals get to know the children, and youth enrolled in our School Age Care programs. The information gathered will be used by CYP professionals to develop relationships and activities to better serve our customers.

Depending on the age of the child or youth, this document can be completed at home between the sponsor and the youth, at the CYP facility between the CYP professional and the youth, or solely by the youth. If needed, the document can be handwritten or word processed and emailed to the CYP Manager. 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	

YOUTH INFORMATION – BASIC		
NAME (LAST, FIRST, MI):	NICKNAME:	AGE:
CHILD'S PRIMARY LANGUAGE:	OTHER LANGUAGES SPOKEN IN THE HOME:	
SCHOOL ATTENDING:		

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

FAMILY INFORMATION – OPTIONAL FOR PARENTS TO COMPLETE
<p>Please describe some of your favorite activities to do as a family, or special events your family celebrates.</p>     
<p>Are there special things (e.g., family recipes, traditions, etc.), or any special skills or talents your family might want to contribute to the program?</p>     



## NAVY CHILD AND YOUTH PROGRAM YOUTH 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





Child and Youth Programs

# TEXT MESSAGING CONSENT FORM—CNICCYP 1700/58

OPNAVINST 1700.9 (series)

In an effort to provide families with up-to-date information, the Navy Child Youth Program (CYP) requests parents to authorize programs to send text messages to parents/guardians and/or youth. All text messages will originate from official Navy email servers or Government-owned cellphones. However, for families with children or youth enrolled in youth sports or Child Development Homes, Youth Sports Coaches and Child Development Home Providers may also contact parents and youth via personal cellphones. Standard messaging and data rates may apply. Text messages may include, but are not limited to the following: special event information, inclement weather updates, sports practice and game status changes, and other relevant CYP information. To minimize intrusion, messages will be sent primarily during typical business hours.

### Authorization for Text Messaging

I grant permission for the CYP to send me, the parent/guardian, text messages at any time. Yes  No

Name of Parent/Guardian: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Cellphone Provider: \_\_\_\_\_

I grant permission for the CYP to send my youth text messages at any time. Yes  No

Name of Youth: \_\_\_\_\_

Cellphone Number: \_\_\_\_\_

Cellphone Provider: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



## INTERNET AND SCREEN-BASED MEDIA AGREEMENT FORM—CNICCYP 1700/55

OPNAVINST 1700.9 (series)

Internet and screen-based media devices (e.g., computer/laptop, smart phone, tablet) are widely used by youth for communication, networking, information retrieval, and general recreation. Navy Child and Youth Programs (CYPs) provide all registered youth with access to the Internet and state-of-the art, screen-based media devices at no additional cost. Inappropriate content is routinely blocked using access control software and content filters. However, due to the Internet's ever-changing technology, youths may inadvertently access inappropriate material. To reduce the risk of harm to your youth, CYP Professionals are required to monitor youth as they use Internet and screen-based media devices while at the CYP at all times. This includes Government-owned and all personal devices.

Youth who violate the *Internet and Screen-Based Media Agreement* below may lose their Internet access privileges. All incidents will be handled on a case-by-case basis and will be communicated with the parent/guardian prior to restoring privileges. Parents/guardians of registered youth must review and discuss the agreement requirements with their youth annually. Your signature below indicates agreement with these requirements.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

### Internet and Screen-Based Media Agreement

I have discussed the *Internet and Screen-Based Media Agreement* with my youth and he/she agrees to the following:

- I will only give out personal information to people I know.
- I will only connect online with people I know.
- I will use appropriate language (verbal and virtual) when using the Internet and screen-based media devices.
- I will immediately report any cyber-bullying (whether directed at me or my friend) to a staff member or my parent.
- I will share CYP computers and mobile devices with others.
- I will only use/visit websites that are appropriate.
- I will protect myself from illegal activity, strangers, and online threats.
- I will follow all CYP rules for using the Internet and screen-based media devices.

Name of Youth (please print): \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date





## SELF-RELEASE FORM—CNICCYP 1700/54

OPNAVINST 1700.9 (series)

Self-release allows youth to sign themselves in and out of the Navy Child and Youth Programs (CYPs) consistent with the command's "self-care policy." Annually, parents/guardians of registered youth must provide CYP with written authorization of their eligible youth's self-release from care and/or recreational activity.

### Authorization for Self-Release

My youth meets the command's self-care policy requirement and **has my permission** to sign in/out of the CYP. If my youth is not signed in to the program, I fully understand that the CYP staff will not be responsible for my youth's care.

**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.

Name of Youth: \_\_\_\_\_

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of CYP Representative (Please Print)

\_\_\_\_\_  
Signature of CYP Representative

\_\_\_\_\_  
Date

# CYB Parent Acknowledgment Form

Subject: Parent Acknowledgement and Consent Letter for Child and Youth Behavioral Military and Family Life Counseling Services

Dear Parents,

We take this opportunity to inform you of a valuable resource provided by the Department of Defense. Due to the unique challenges military members face and the impact they have on families, the Office of Military Community and Family Policy provides Child and Youth Behavioral Military Family Life Counselors (CYB-MFLCs). CYB-MFLCs have advanced degrees (masters or doctoral-level) in the mental health field and specialized training in child and youth development. They support the needs of children and families by partnering with parents, faculty, counselors and staff to foster healthy growth and social skill development. The well-being and safety of your child is our top priority. They may have the need to share information about your child/children with school or program professionals to ensure a comprehensive continuum of services.

CYB-MFLCs address challenging behaviors and strengthen the capacity of staff, families, programs and systems to meet the needs of military children and youth by:

- Observing, participating and engaging in classroom activities
- Developing strategies for supporting positive behavior, age-appropriate behavioral interventions to enhance coping and behavioral skills in the classrooms and at home
- Meeting one-on-one or in groups, providing evidence-based prevention and intervention services
- Implementing and modeling strategies for teacher and staff responses to children's behavior
- Conducting trainings for staff
- Facilitating groups to increase parents' understanding of social emotional development and positive behavior guidance strategies
- Linking families with community resources or military family programs
- Working with military children in settings such as field trips and other center, camp or school-sponsored activities.
- Conducting individual sessions to address the unique challenges of school-aged military children and youth

At no time will the CYB-MFLC meet individually with a child without being in line of sight of a teacher, staff, or a parent/guardian. CYB-MFLCs are mandated reporters and information provided to the CYB-MFLC will be kept confidential, except to meet legal obligations or to prevent harm to self or others. Legal obligations include requirements of law and DoD or military regulations. Harm to self or others includes suicidal thought or intent, a desire to harm oneself, domestic violence, child abuse or neglect, violence against any person, and any present or future illegal activity. The CYB-MFLC is obligated to follow school and military child and youth programs' regulations for reporting safety concerns including problematic sexual behaviors in children and youth.

CYB-MFLCs encourage the participation of parents in decisions that affect their children and strive to empower parents with the knowledge and skills to act in their children's best interest.



CYB-MFLCs are flexible and can schedule appointments, meetings and activities after hours and on weekends, if needed, with advance notice. They are available to meet with individuals and families who have interest in seeking consultation about their child or family.

Thank you for allowing us to provide support services to your child/children.

**Acknowledgement of Understanding:**

I understand the role of the CYB-MFLC and that they may have the need to share information about my child/children with school or program professionals to ensure a comprehensive continuum of services.

I also understand that the CYB-MFLCs are mandated reporters as outlined above.

Please select applicable boxes below:

I understand the above CYB-MFLC program description and authorize my child to participate in CYB-MFLC direct individual face-to-face non-medical counseling sessions. This authorization is valid for the duration of my child's enrollment and can be revoked at any time in writing.

I understand the above CYB-MFLC program description and authorize my child to participate and be supported *as a part of a formal group focused on different topic areas*. This authorization is valid for the duration of my child's enrollment and can be revoked at any time in writing.

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

Print Name of Parent or Guardian: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_