

Minot AFB CDC New Child Checklist

Welcome to the Minot Air Force Base Child Development Center Program. Utilize this checklist to ensure you have all required items.

APPOINTMENT DATE: _____

TIME: _____

Follow-Up Appt. Date: _____

Time: _____

- **AF Form 1181 Air Force Youth Flight Program Patron Registration** –See Instructions on page 3.
- **CDC Parent Agreement** – Read and **initial** each item; sign and date.
- **Immunization and TBQ records**–Current up to date immunizations are required to include flu immunizations. The TBQ is for children one year and older and must be signed by the immunizations clinic or by a physician. It is due at time of enrollment.
- **Child Health Assessment** -If your child has had a well-child check in the last 12 months, this form can be dropped off at the med group and returned when completed, with no appointment necessary. Otherwise, an appointment must be made. The below additional forms *may* also be required. If so, the forms and any medications **must be on file before your child can start**:
 - **Medical Statement for Child with Allergies Requiring Special Meals** -Must be signed by physician if your child has allergies or dietary restrictions.
 - **Medical Plan of Action** -Complete **only** if your child has special medical needs that may require emergency action/medication. Must be signed by a physician.
 - **Asthma Action Plan** -Complete **only** if your child has physician-documented asthma. Must be signed by a physician.
 - **Food Allergy Action Plan** -Complete **only** if your child has a severe, life-threatening food allergy. Must be signed by a physician.
- **Credit Card Authorization Form** –This form is mandatory.
- **USDA Enrollment/Free and Reduced Form** – Complete all items. This form is mandatory regardless of income.
- **Child Information Sheet** -Please complete this form with as much information as you can. This aids our staff in working with your children.
- **Topical Ointments/ Field Trip/Photo Release & Consent Form** –Initial and indicate preferences, sign.
- **CYB-MFLC Permission Form** -Please indicate preference and sign.
- **Application for DoD Child Care Fees** –Complete numbers 1-5b, 6-7, and 9-11. *Sponsor and spouse signature required.*
- **LES/Pay Statement/School Schedule** -Bring your **LES/Pay Statement/School Schedule**. If your spouse is not working, they are required to be employed within 30 days or be a full-time student. If they are a new employee and do not yet have their first pay statement, they may obtain a letter of employment from their employer stating amount of hours worked and the rate of pay. If they are a full-time student a schedule must be provided quarterly.
- **Priority Enrollment/Proof of Medical Insurance** –Complete and sign the priority enrollment letter. Instructions on how to printout required proof of insurance from TriCare are also on this page.
- **Storm Category Letter** -Parents who are designated as Storm or Mission Essential are required to obtain their Commander or First Sergeant’s concurrence with the designation. For two-parent households, the lowest category assigned to a parent is used to determine when the child can receive care on inclement weather days.

Remember, that along with this completely filled packet, you must also bring immunization records, LES/pay statement/full-time school schedule, and proof of medical insurance.

Please have all of the above items with you and completed in their entirety at the time of your scheduled appointment. Your completed enrollment packet **must be turned in at least 24 hours prior** to your child’s first day at the center.