

*PARENT CENTRAL
Bldg. 1743 Victory Rd.
Fort Bliss TX, 79916
915-568-4374/4646
Fax: 915-569-5043*

Registration Appointment Checklist Child Development/ School Age Services/ Youth Services

We request that you be here at least 10 minutes prior to your scheduled appointment to allow time for paperwork to be completed if not already done so. If you show up 15 minutes or later to your scheduled appointment, you will be considered a “no show” and will need to reschedule your appointment. If you need to change or cancel your appointment, please call 915-568-4374 or 915-568-4646.

Please provide all of the following information at your appointment:

1. Shot records: Records are required for every child 12 years and younger. Infants must be 6 weeks to utilize the Child Development Centers. Family Child Care homes will take infants at 4 weeks, with initial immunizations.
2. Health Assessment: If you do not have a health assessment that is no more than 6 months old at the time of registration, you will have 30 days to bring in a health assessment. Children wanting to participate in sports must have a CURRENT health Assessment that is current for the ENTIRE season.
3. If your child/youth has any special needs, such as asthma, allergy, food intolerances, seizures etc., there will be additional forms that will need to be completed, signed and stamped by a doctor. These forms will then proceed through the SNAP process to the Army Public Health Nurse. Please, let a staff member know so we can supply you with the proper forms.
4. Sponsor's current End of Month LES and spouse's or significant other's pay statement. These are required for calculation of total family income.
5. Spouse's School Schedule (if applicable)
6. Sponsor's and Spouses AKO email address, Unit and Duty Phone Number.
7. Deployment Orders (if applicable)
8. TWO Local Emergency Contacts: first/last names and phone numbers.
9. Dual/Single Military Short Term Provider (STP) first/last name and phone number. (STP can be one of the above local contacts.)
10. USDA forms need to be completed for children ages 12 and younger.
11. If you are enrolling in a program at the time of registration, you must have the complete payment at time of enrollment.

We are located between Lodging and the Hertz Car Rental off of Marshall Street.
Hours of operation: Monday through Friday 0700-1730 (7:00am-5:30pm)
Saturday's 0800-1200 (8:00am-12:00pm)

*Thank you for choosing Fort Bliss Child, Youth and School Services
It is our pleasure to serve those who serve.*