



**DEPARTMENT OF THE AIR FORCE
47TH FLYING TRAINING WING (AETC)**

1 Oct 18

**MEMORANDUM FOR ALL CHILD DEVELOPMENT PROGRAM PARENTS AND
YOUTH CENTER PROGRAM PARENTS**

FROM: 47 FSS/FSF

SUBJECT: Drop-In Care – Enrollment Procedures Required Prior to Care

1. The Child Development Center (CDC) and the Youth Center (YC) must have the following forms completed prior to providing care. The AF Form 1181 "Air Force Youth Flight Program Patron Registration" must be completed in its entirety. The allergy identification memo, if your child has a diagnosed allergy the Pediatric Clinic must complete the form and provide an exposure response plan. If your child does not have a diagnosed allergy you can complete the form by indicating "N/A" on the Form and complete the Child Adult Food Program Meal Benefit Income Eligibility Form (Child Care). A copy of your child's updated immunization record must be provided to include flu shot prior to starting in the program. If the flu shot is not available a memo from the agency administering the shot is required and must indicate the flu shot is not currently available.
2. Call the CDC and the YC to check on drop-in care availability and fees. A minimum of 2 hours is required for drop in care.
3. In the event the CDC and YC are open during a special event to provide child care the same enrollment procedures are required prior to care. A registration date will be established and parents are responsible for providing the required forms as listed above and pay the fee to guarantee a spot upon registering. No refunds on cancellations.
4. We appreciate the opportunity to serve the Laughlin community and its children. If you have any questions, please contact the Child Development Center at x5419 or the Youth Center at x5343.

A handwritten signature in black ink, appearing to read "Melissa Menchaca", is positioned above the typed name.

**MELISSA MENCHACA, GS-12, DAFC
Chief, Child and Youth Services Flight**