

# Army Community Service (ACS) Childcare Request Form

for Child, Youth & School Services (CYSS) Extended Hours for FRG Meetings

Today's Date \_\_\_\_\_ Full Unit Name \_\_\_\_\_

## CYSS Center Requested

Hunter, Building 1284       Stewart, Building 475 (Daytime)       Stewart, Building 403 (Evening)

### REGULATIONS FOR REQUESTING UNIT

- 1) Request for CYSS Special Openings must be submitted two weeks in advance of the scheduled meeting
- 2) Children must be centrally registered with CYSS
- 3) A final list, including names and ages of children to be cared for, must be provided no later than 72 hours prior to request date
- 4) Cancellation of this reservation must be made 48 hours prior to request date
- 5) Sign-in sheet for FRG meeting attendees must be turned in no later than 2 days after official meeting

Number of Children Expected \_\_\_\_\_

## POINT OF CONTACT

Position in Unit  
(i.e. FRG Leader, Advisor, Command) \_\_\_\_\_

Email Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Unit Commander \_\_\_\_\_

## MEETING INFORMATION

Date of Meeting: \_\_\_\_\_

Meeting Location: \_\_\_\_\_ Building Number/Name: \_\_\_\_\_

### OFFICIAL USE ONLY

ACS approval code \_\_\_\_\_

Total number of children in attendance \_\_\_\_\_

Total number of children considered no shows \_\_\_\_\_

FRG sign-in roster submitted  
(submission no later than 2 working days after meeting)       Yes       No