

**YOKOTA AIR BASE
CHILD DEVELOPMENT AND YOUTH PROGRAM
WAITING LIST PROCESS**

1. Children may be placed on the waiting list any time by filling out DD Form 2606, *Department of Defense Child Development Program Request for Care Record*, and turned in at either Yume or Kibo Child Development Center (CDC).
2. Once a child is placed on the waiting list, a staff will contact parents every two months to inform them of their child's status on the list and to update information. Parents may also contact Kibo CDC at 225-8860 or Yume CDC at 225-8810 for information on the waiting list.
3. The following Priorities for Use of Child Development Programs apply:

Priority 1 – Single Active Duty, DoD Civilian (on official orders) and dual active duty or dual DoD full time civilian employees (both on official orders) assigned to or living on Yokota AB. Copy of orders required.

Priority 2 - Active Duty military or DoD civilian employee (on orders) assigned to or living on Yokota AB, with a civilian spouse employed full time (32 or more hours per week), attending college as a full time student (12 credit hours every semester or 6 credit hours during the summer semester), or a full time volunteer with Red Cross Dental Program (8 hours per day and 5 days per week). Copy of orders, verification of employment/college enrollment or verification of Red Cross Dental volunteer required.

Priority 3 - Active duty military with a part time or unemployed spouse. The enrollment of children in families where the spouse is no longer employed and is not a full time student will be terminated within 10 business days if there is a waiting list of higher priority patrons for that child's age group. Copy of orders is required.

Priority 4 - DOD contractors may only use the program when they are full time employees of a contractor performing a function on the installation that might otherwise be performed by a military member or a DOD civilian employee. Contractor's dependent eligibility will be terminated when no longer employed by the contractor or performing on-base work for the contractor.

4. Parents are contacted when a slot becomes available. If the opening is refused, the child's name is placed on the bottom of the list unless the parent requests that the child's name be removed. Upon a second refusal, the child's name is removed from the waiting list. Due to programmatic constraints, parents will be offered the first available slot; preference/selection of a particular center is not an option.

5. If the slot is accepted, parents have three business days to pick up the registration packet and be scheduled for the next New Parent Orientation. Completed packets are to be turned in at the Orientation. Completed registration packets and payments must be made even if the child is unable to attend at the scheduled start date otherwise the slot will be offered to the next child on the waiting list.



RASHAUD R. SMITH, GS-12, DAF
Chief, Airman & Family Services Flight
374th Force Support Squadron

Parent's Signature

Date

Center Representative

Date