

# Yokota School Age Care Enrollment

To sign-up for School Age Care, you will need:

- Credit Card registered to CYPBMS
- Child(ren)'s Shots Record (Flu shot for the current season)

**STEP1:** Create a CYPBMS account

“CYPBMS” is an online system the Department of Air Force utilizes for payment & registration. Please email [374FSS.FSYS.KiboSAC@us.af.mil](mailto:374FSS.FSYS.KiboSAC@us.af.mil) (East location) or [374FSS.FSYS.YokotaSAC@us.af.mil](mailto:374FSS.FSYS.YokotaSAC@us.af.mil) (West Location) with the following and we will create an invitation link for you.

- **Family Sponsor's First and Last name**
- **Non-Military Email Address**
- **Type of care desired (*before care, after care, or before & after care*)**

**STEP2:** Create a family profile

Once you receive an invitation email from [emaildelivery@afcyp.com](mailto:emaildelivery@afcyp.com), please follow the link in the email and proceed to register. Make sure all the mandatory fields indicated with \* are filled. *Please understand that emergency contacts and authorized persons to pick up are different. Authorized persons require a unique code for youth pickups provided by desk clerks and/or managers.*

**STEP3:** Create child(ren) profile

Child(ren) profiles are needed to be created to get them enrolled to any CYP activities. On the main menu, click *Add/Edit Family Record* under *Family Record* -> *Child Information* -> *Add a Child*

**STEP4:** Register a credit card

Your credit card information is required to process a payment for the season. Please add your card on *Manage TAP Payment* under *Tuition Payment*. Please indicate the type of billing desired (weekly, biweekly, bi monthly, monthly).

**STEP5:** Upload current shots record

Per AFI, all children participating in Child & Youth Programs are required to have current immunization records to include the season influenza vaccine (flu shot).

\*1uploaded to CYPBMS. Please click on *Upload Form* under *Documents* section and proceed to upload. *\*You can also request an immunization waiver. Please contact us for obtaining a waiver for your child(ren).*

You are all good to go!

For more questions, please feel free to contact us at [374FSS.FSYS.KiboSAC@us.af.mil](mailto:374FSS.FSYS.KiboSAC@us.af.mil) (225-4199) or [374FSS.FSYS.YokotaSAC@us.af.mil](mailto:374FSS.FSYS.YokotaSAC@us.af.mil) (225-6397)