



**DEPARTMENT OF THE ARMY
 INSTALLATION MANAGEMENT AGENCY
 DIRECTORATE OF MORALE, WELFARE, AND RECREATION
 681 HARDEE PLACE, 2ND FLOOR
 WEST POINT, NY 10996-1514**

REPLY TO
 ATTENTION OF:

Child Development Services/School Age Services

April 09

Dear Patrons:

On the back of this letter, you will find the DA Form 7625-1 (Army Child, Youth and School Services Health Screening Tool) required by the United States Army Garrison (USAG) and Child, Youth and School Services. A separate form must be completed for each child requiring care. Please complete the **Request for Services form**, the **Army Child and Youth Services Health Screening Tool (DA Form 7625-1)**, and send it along with the **signed copy of this letter** to:

Outreach Services
 Building 1207; Room 158
 West Point, NY 10996
 Phone- (845) 938-4458

In addition, please check all locations you would consider as possible options for child care: Child Development Center (CDC), Family Child Care (FCC), School Age Services (SAS).

_____ CDC

_____ FCC

_____ SAS

Kim Tague
 Outreach Services/
 Family Child Care Director

I _____ understand that it is my responsibility to contact Outreach Services (at least once every 90 days) to update this application and reaffirm my need to remain on the waiting list.

I understand that this is an application for services only and does NOT guarantee placement of my child(ren). I have received a copy of the Child Development Services Waiting List Standing Operation Procedures.

 Parent's Signature/Date

 Sponsor's SSN/Rank/Grade

Date Care is Needed