



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
DIRECTORATE OF FAMILY AND MORALE, WELFARE
AND RECREATION
CHILD AND YOUTH SERVICES
1675 ELLIS STREET, BUILDING 1217
FORT CARSON, COLORADO 80913-4119

IMCR-MWC

23 June 2020

Memorandum for CYS Enrolled Families

SUBJECT: Enrollment Information

Dear Parents,

The purpose of this letter is to inform you that all Child Development Centers and School Age Programs on Fort Carson will be reopened on Monday, 29 June, for all patrons who are currently enrolled for full-day care and Summer Day Camp. Patrons will resume care at the same centers they were attending prior to the COVID-19 service interruption.

Normal fees will resume for all patrons on Monday, 29 June, therefore you must notify CYS if you choose to return to care, hold your child's space or withdraw from the program not later than 1200 on Friday, 26 June. If you do not respond, your child will be assumed to be returning to care on Monday, 29 June. If you choose to return to care, billing will resume as normal and payment of fees will be due on the 1st and 15th of each month. If you choose not to return your child to care at this time but wish to keep your space you will be required to pay the normal child care fees to hold your space. If you choose to withdraw from care, the two-week notice requirement will be waived if the withdrawal is requested on or prior to 1200 on Friday, 26 June.

For School Age Programs, Summer Camp is currently in session and all patrons enrolled in Summer Day Camp are being billed for each week of Camp they signed up for with payment due by the first day of each Summer Camp week. If you plan to return to the Before and After (B&A) School program for the 2020/2021 school year you will need to complete a B&A contract prior to 10 July, 2020 in order to hold your space. The contract can be obtained from the facility where your child is enrolled or from Parent Central Services. If you do not return or submit a contract by the deadline your child's space will no longer be held and you will have to re-enroll in the B&A program. After the contract is signed if you withdraw from care, without appropriate notice, your account will be charged a two-week fee.

Please notify the facility manager or Parent Central Services by 1200 on 26 June of your intent to remain in care, return to care, or withdraw from care so our records can be updated and billing reflects properly. If your Total Family Income has been impacted and your records need to be updated please make an appointment with Parent Central Services to update your file.

We thank you for your continued patronage of CYS Services. If you have any questions regarding your child care space or billing please contact Parent Central Services at 719-526-1101 or the Facility Director.

Child and Youth Services Management Team