

Welcome to the Raider Reset Program at the Ellsworth Air Force Base Youth Center. Below is a list of tasks that must be completed prior to attending. Please feel free to call 605-385-2277 if you have any questions or concerns.

Please let us know immediately if any of the following pertain to you or your child:

- Received care at any other military Child Development Center or Youth Program and have used the Child and Youth Programs Business System (CYPBMS) before.
- Your child has any allergy, dietary or special needs/accommodations

Documents needed -Can either be uploaded in CYPBMS or turned into the front desk:

- Updated immunization record for your child including the current year flu shot
- **Allergy/medication/dietary forms if needed-** We have forms that must be filled out by a physician prior to your child starting care.
- **IEP or applicable paperwork if required to support any special needs/accommodations**
- **EAFB YP Behavior Policy-available at the Youth Center**

Complete CYPBMS account *IF you already have an account, please update all necessary information*

Upon signing up you will receive an email with an invitation to our Child and Youth Programs Business System (CYPBMS). CYPBMS is where we have all family information such as immunizations and allergy information.

- To register, use the link provided in the invitation email. After you register with the link you will be able to log into your account at **parent.afcyp.com**.
- Put in all required information for Parent 1 and Parent 2.
- Please be sure to add two emergency contacts that are in the local area and who have base access. We may need to contact them in the event of an emergency, and we cannot get ahold of you. This information **MUST** be added for your account to save.
- Add information for each child under add/edit child.
- Add credit card information and enroll in auto pay. This is a free program, but we do need a card on file in case there is a late pick up fee charged.

Please ensure that all tasks are completed prior to start date.

We hope you enjoy the Raider Reset program, please let us know if you have questions!