

## Yokota School Age Care Enrollment

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

- A credit card registered to CYPBMS.
- Your child(ren)'s shots record (flu shot for the current season).

### **STEP 1:** Create a CYPBMS Account

"CYPBMS" is an online system the Department of Air Force utilizes for payment and 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*)**

### **STEP 2:** Create a Family Profile

Once you receive an invitation email from [emaildelivery@afcp.com](mailto:emaildelivery@afcp.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.***

### **STEP 3:** 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***.

### **STEP 4:** 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, bimonthly, monthly).

### **STEP 5:** 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).

\*One uploaded 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).***

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)

