

## Give Parents a Break Information Sheet

If you wish to use GPAB on either the regular or deployed spouse times you must **FIRST** request a GPAB Referral Form from the front desk and have it completed by the appropriate referring agency (IE: Commander, First Sergeant, Airman and Family Readiness Child Development Center, Family Child Care or Chaplain) . This form must be completed and taken or faxed to the CDC at building 1990 along with the enrollment forms (Registration form AF Form 1181, USDA and current shot record) **BEFORE** you are able to sign your child/children up for the program. Registration must be completed no later than close of business on the **Wednesday prior**. Please call 987-3373 to make a reservation. Forms can be faxed to 987-5465.

Points to remember:

- This is not your child's normal classroom so please remember to take **diapers, wipes, pacifier, bottles, extra clothing and any other belongings your child will need**. A complete diaper bag or backpack is preferred. Please label everything with your child's name.
- Caregivers are different each time so please allow time to explain anything about your child's needs before dropping off.
- If this is your child's first time, they may be a little nervous so please be patient and allow them to settle in.
- If your child has food allergies, please turn in a doctor's note upon enrollment so we can prepare accordingly and please notate upon sign in with the caregiver. Food substitutions cannot be made without a doctor's note.
- If your child has medication a prescription is required. If they use an inhaler or epipen, an asthma action plan is required.
- Children with special needs must work with the director to get approval from the medical advisor prior to registering.

Drop off is a busy time, please take the time to sign your child in at the front desk and again inside the classroom. Please allow time for the caregiver to ask any questions they may have before leaving. We want you and your child to enjoy the program and all it has to offer, with these tips your drop off should go perfectly and you can know your child is having fun while you are on your much deserved break!

Thank you!