

ASYMCA CHILD DEVELOPMENT CENTER



ENROLLMENT PROCESS

ASYMCA CDCs accept enrollment via MilitaryChildCare.com using DoD child development center priorities. To get started, you will need to create an account at Militarychildcare.com.



PRO TIPS FOR PARENTS

Start early—infant spots fill fast; apply during pregnancy or after getting PCS orders.

Stay proactive—keep your contact info current and check your account often.

QUICK REFERENCE TABLE

Step	Action
1	Create account & household profile
2	Search & submit Request for Care (RFC)
3	Monitor and manage your RFCs and APT estimates
4	Update your profile regularly
5	Accept offer within required time frame
6	Complete orientation & upload all documents
7	Finalize enrollment & start your child's care

▶ STEP 1: CREATE YOUR ACCOUNT

1. Visit MilitaryChildCare.com.
2. Click "Create an Account" and complete your Household Profile, including sponsor info, spouse/employment/school details, and projected or current child(ren) ages.

▶ STEP 2: SEARCH AND REQUEST CARE

1. Log in to your newly created account.
2. Use the site's map and search tools to find the Armed Services YMCA Child Development Center, Norfolk.
3. Select Armed Services YMCA Child Development Center, Norfolk, and submit a Request for Care (RFC) for each child.

▶ STEP 3: MANAGE YOUR REQUESTS

- After submitting RFCs, you'll receive an Anticipated Placement Time (APT).
- You can view, edit, cancel, or add more requests anytime via the My Requests section.

▶ STEP 4: KEEP YOUR PROFILE UPDATED

- Regularly check and update your profile, especially email, phone, and desired start date, so offers aren't missed.

▶ STEP 5: REVIEW OFFERS AND ACCEPT

- When a spot is available, you'll get an offer email.
- Accept the offer within 48 hours (usually 2 business days) by logging in and acknowledging any required information.

▶ STEP 6: COMPLETE REGISTRATION & DOCUMENTATION

- Upload required eligibility documents (e.g., LES, orders, spouse employment transcripts).

▶ STEP 7: CONFIRM ENROLLMENT & BEGIN CARE

- Once approved, complete any final steps, such as required registration documents, pay fees per DoD scales, and attend orientation.