

MARCH ARB HOME COMMUNITY CARE (HCC)

Two providers are available on UTA weekends for free child care supporting the Reserve and Guard units. The following information is provided to assist you in securing a reservation for your child/children each UTA. The process has changed from previous procedures. **Reservations must be made in advance through the Services Administration Office.** The point of contact is Ms Debra McCoy at 655-3507.

THE PARENT STATEMENT FORM RESERVES A SLOT AND MUST BE SIGNED BY A SUPERVISOR AND PRESENTED EACH UTA.

There are three different ways to reserve a slot:

1. Go online at www.452dServices.com and download the registration forms. Complete all forms, sign and date. The Parent Statement Form secures the reservation. Your supervisor must sign this form to ensure timely placement in the Family Child Care home. Fax the Parent Statement Form to Ms McCoy at 655-2803 or 655-5221.
2. Visit the 452d Services main office at 1870 Graeber Street, building 434, from 0700 – 1500 and pick up the required documents. The procedures outlined above remain the same for the in-office visit.
3. You may visit the Family Readiness office in building 2313 to pick up documents prior to the UTA. Turn in the signed Parent Statement Form to Ms McCoy in order to ensure timely placement. Presenting documents on the Friday before the UTA or actual day of need **may not guarantee** a slot on the Saturday or Sunday of that UTA.

AFTER YOU RECEIVE CONFIRMATION FROM SERVICES, YOU MUST PROVIDE THE PROVIDER WITH THE REGISTRATION FORMS AND A COPY OF THE PARENT STATEMENT FORM.

PRIMARY PROVIDER

Ms Omarra Lee
15095 Wintergreen St.
Moreno Valley, CA 92551
(951) 242-8872

ALTERNATE PROVIDER

Ms Yvette Vitela
13415 Sunswept Ct.
Moreno Valley, CA 92553
(951) 653-5659

Ms Lee's home will be filled first as reservations are received. Ms Vitela's home will be filled after Ms Lee's home is completely filled. The Services Chief reserves the right to substitute placement due to hardship or extenuating circumstances.

<signed>

IRIS E. ALEXANDER, YC II
Services Chief