



RICHARD O. BRAJER
Secretary

DANIEL STALEY
Director, Division of Public Health

November 18, 2016

Memorandum

TO: Child Care Operator/Head Start Director, and Local Health Department Immunization Staff

FROM: Wendy Holmes, RN, Head *WH*
Immunization Branch

SUBJECT: Change in Annual Child Care Immunization Reporting Process

The purpose of this memo is to announce changes in the annual immunization reporting process for children in child care that will go into effect starting in 2017.

Effective January 2017, the child care immunization reporting process will permanently move to the start of the new calendar year. It is still required per North Carolina immunization law [G.S. 130-155(a)] that child care operators notify parents that they have 30 calendar days from the first day of attendance to present the required up-to-date immunization record for the child. If the child's immunizations are not up to date, the required immunization must be obtained within the 30-calendar day period. At the end of 30 calendar days, any child without proof of immunity to required vaccines must be excluded from attending child care until the required immunization has been obtained.

Immunization reporting packets will be mailed to child care facilities mid-January. Reports will be due mid-March. Further details and instructions will be forthcoming in the immunization reporting packets.

The reporting process has also been changed. **Please discard all unused copies of the "Annual Child Care Immunization Report" at your facility.** Once the new process is in place in January 2017, previous copies of the report will no longer be accepted.

Thank you for your support of child health and childhood immunizations. If you have questions about the immunization reporting process, please contact the N.C. Immunization Branch at 919-707-5558 or immunization.reports@dhhs.nc.gov.

cc: Local Health Directors
Regional Immunization Staff
Child Care Health Consultants

