



North Carolina Department of Health and Human Services
Division of Public Health

Roy Cooper
Governor

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DHHS Secretary

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Division Director

March 19, 2018

Memorandum

TO: Child Care Operators/Head Start Directors

FROM: Wendy Holmes, RN, Head ^{WH} Immunization Branch

SUBJECT: Annual Child Care Immunization Report

The purpose of this memo is to notify child care operators of the 2018 annual immunization reporting requirements. North Carolina Immunization law [G.S. 130A-155(c)] requires all licensed child care facilities as defined in [G.S. 110-86(7)] to file an annual immunization report on children, newborn through preschool-aged. The purpose of this report is to determine the number of children who meet state immunization requirements under [G.S. 130A-154] thereby ensuring that children in attendance at your child care facility are protected against vaccine-preventable diseases.

You will submit the 2018 immunization report electronically by going to the following address: <https://www.surveygizmo.com/s3/4254220/2018-Child-Care-Immunization-Report>. Please follow the instructions and click on the blue "Next" button to start the report. Please allow yourself sufficient time to complete the report. **Reports are due by Friday, May 11, 2018 and will not be accepted after that date.**

The 2018 electronic version of the annual child care immunization report is the only report that will be accepted. If you have submitted a prior paper version of this report for the 2018 report period, we ask that you resubmit your report electronically by the due date. **Only one electronic report will be accepted per child care facility, per reporting period. Age worksheets are for your records and do not need to be sent to the Immunization Branch.**

An electronic version of the age worksheet and this memo can be found on the Immunization Branch website at http://www.immunize.nc.gov/schools/ccf_annualimmunization.htm to assist you in completing the annual child care report. If you do not have access to the internet and need assistance, please email Immunization.Reports@dhhs.nc.gov.

REMEMBER: Please do not report on children born after February 1, 2018, children who only attend before and/or after school, or children who are enrolled in elementary school full time. ***If you have no children enrolled or your center is closed, you still need to submit a report. This will ensure your center or home is counted and not considered delinquent or missing.*** For NC Pre-K and Head Start programs, include all children who attend full time, and do not include children who were reported on the Annual Kindergarten Immunization Report.



Tips for success:

- Ask your parents if you have the most updated immunization record on file at your center or home.
- Read all the directions on the 2018 Annual Child Care Immunization Report and on the Age Worksheets before starting the report.
- Complete the report as soon as possible and do not wait until the last minute. If you have additional questions about this report, please email Immunization.Reports@dhhs.nc.gov
- Submit your report online. This ensures it does not get lost in the mail, and the online report is confirmation that you have met your legal reporting requirements.

FREQUENTLY ASKED QUESTIONS:**Q: Why is this report required?**

A: Child care facilities are required by law [G.S. 130A-155(c)] to submit the requested information annually. It is also a licensing requirement. In the case of an outbreak of a vaccine-preventable disease, this report will help to identify the children who are most at risk for contracting the disease. You may be contacted if this report is not received or received on time.

Q: What happens if a parent does not submit their child's immunization records within 30 days of attendance?

A: The child should be excluded from attending child care until their records are submitted. [G.S. 130A-155(a)].

Q: What happens if the child is not legally up to date for their age?

A: If the child does not have the required number of shots for their age, the parents need to be informed; and given 30 calendar days to get the required immunizations. If the parent does not get the child immunized by 30 calendar days, the child should be excluded from attendance per public health law [G.S. 130A-155(a)].

Q: Do I need to get a new immunization records from all my parents?

A: The Immunization Branch recommends confirming with the parent of each child that you have the most updated record on file.

Thank you for your support of children's health and childhood immunizations. If you have questions about the immunization reporting process, please contact the N.C. Immunization Branch at 919-707-5550 or immunization.reports@dhhs.nc.gov.

Attachments

cc: Local Health Directors
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