

NC DIVISION OF PUBLIC HEALTH 2017 ANNUAL CHILD CARE IMMUNIZATION REPORT



Before beginning this report, please read the instructions on the back.

1. County _____
2. Facility ID

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3. Child Care Type *(check all that apply)*
 Child Care Center
 Family Child Care Home
 NC Pre-K
 Head Start
 Religious-Sponsored
 Before and After Only
4. Facility Name _____
5. Address _____
6. City _____
7. Zip Code _____
8. Phone Number (_____) _____ - _____
9. Operator's Name _____
10. Operator's Email _____
11. Name of person completing report _____
12. Email of person completing report _____

13. Total number of children enrolled: _____
 Do not count children who attend elementary school full time and are counted in the school immunization report. Report on all children, including those who arrived within 30 calendar days.

14. Record the NUMBER OF CHILDREN in each age group who are in the following categories. Use the Age Worksheets (DHHS 2900B) to complete this chart:

Age Group	Number of children enrolled	Up To Date*	Not Up To Date*	Medical Exemption*	Religious Exemption*	No Record Or Exemption*
0 through 24 months						
24 months up to the first day of kindergarten						
TOTAL						

Once the chart is complete, you may submit this report electronically at https://www.surveymonkey.com/r/air_child_care_2017 or mail the report back to the North Carolina Immunization Branch.

*See back for definitions
 For more information, please visit http://immunize.nc.gov/schools/ccf_annualimmunization.htm

NC DIVISION OF PUBLIC HEALTH

INSTRUCTIONS FOR THE 2017 ANNUAL CHILD CARE IMMUNIZATION REPORT

Please be sure to:

- Complete and submit only one report per license per year. If your facility is closed or has no children, please use the reporting link, fill out the information for your center or home, and mark zero for all questions after #13.
- Do not submit any child's individual immunization records to the North Carolina Immunization Branch.
- Complete reports by Friday March 17, 2017. You may submit the report electronically or mail the report back to the North Carolina Immunization Branch.

Failure to submit an annual child care immunization report per G.S. 130A-155 will be reported to the Local Health Director for your county.

Instructions:

1. **County** – Enter the county where you are located.
2. **Facility ID** – This is your license number. If you do not know your facility ID number, please contact the Division of Child Development and Early Education or search for your facility at <http://ncchildcaresearch.dhhs.state.nc.us/>
3. **Child Care Type** – Choose the best description of your facility type. Check all that apply.
4. **Facility Name** – Enter your facility's name as it appears on your NC Child Care License.
5. **Address**
6. **City**
7. **Zip Code**
8. **Phone Number**
9. **Operator's Name**
10. **Operator's Email** – Enter if applicable.
11. **Name of the person completing report** – Enter the person who is responsible for the content of the report. This is used in case there is a question about your report.
12. **Email of the person completing report** – Enter a valid business email address to contact you in case there is an issue, if applicable.
13. **Total number of children enrolled** – Enter the total number of children enrolled, from newborn through pre-kindergarten age children who attend your center or home on a regular basis (at least once per week for more than four hours but less than 24 hours per day). This number should be the same as the TOTAL number of children in each age group (sum of the first column of the table in question #14). Include children who are within the 30-calendar day grace period of enrollment, regardless of their immunization status. Do not include any children born after January 15, 2017 or children who attend elementary school full time.
14. Complete each box as labeled with the number of children in each age group. Use the age worksheets (DHHS 2900B) to help determine which children are up to date for their age. Children are required to be up to date, have an exemption on file, or be in process (see definitions below) to attend child care at minimum age requirements, or the operator shall not permit the child to attend child care, per public health law. For children who are within their 30-calendar day grace period, report them like you would any other child.

*Definitions:

Medical Exemption: A signed statement from a physician licensed to practice medicine in North Carolina. The statement must explain the specific reason why each vaccine is detrimental to the child's health and the length of time the exemption will apply. This is either DHHS 3987 or a signed statement from the State Health Director that grants this exemption. A doctor's note or parent statement is not sufficient for a Medical Exemption. A Medical Exemption is not proof of immunity to a disease.

Religious Exemption: A parent or guardian's written statement explaining that it is against their *bona fide* religious belief to have their child immunized. This statement must include the name and date of birth of the person for whom the exemption is being requested. These statements do not need to be notarized, signed by a religious leader, or prepared by an attorney. They do not need to be submitted to the North Carolina Immunization Branch for review or approval.

No Record or Exemption: Children who have neither an immunization record nor an exemption on file. This may include children who are within the first 30 calendar days of attendance. After 30 calendar days from the child's first day of attendance, the operator shall not permit the child to attend child care until the immunization record has been obtained.

Not Up To Date: There are two ways a child can be not up to date:

- A child has not received the required immunization by the legally specified age.
- A child is "in process," meaning he or she has begun a series of immunizations, but has not completed the series due to the medical need to meet minimum intervals between doses. This child may continue to attend child care.

Note: A doctor's note stating that a child is not up to date on vaccinations because they are following an alternative schedule DOES NOT excuse or exempt children from the minimum immunization requirements for child care entry.