



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

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Governor

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Secretary DHHS

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Division Director

October 6, 2014

MEMORANDUM

TO: Child Care Operator/Head Start Director
FROM: Wendy Holmes, RN, Head *WH*
Immunization Branch

SUBJECT: Annual Child Care Immunization Report

North Carolina Immunization Law (G.S. 130A-155(c)) requires all licensed child care facilities to submit an annual immunization report. The purpose of this report is to ensure that all children enrolled in your programs are protected against vaccine-preventable diseases and to determine the number of children who meet state immunization requirements.

IMPORTANT: Please submit your completed Annual Child Care Immunization Report as soon as possible. It must be postmarked no later than Monday, December 8, 2014. Mail the white copy of the report to the Immunization Branch (return envelope is enclosed) and the yellow copy to your local health department (see the enclosed Local Health Department directory for the address).

Tracking Programs

If you have a system for tracking immunizations at your center and can provide a computer printout that includes the same information as listed on this form, you can submit that printout instead of completing this form. The printout must be signed by the Operator. The printout must be mailed to the Immunization Branch and your local health department. **Please do not submit children's individual shot records:** the printout must be a summary of information like the form provided.

Completing the form on the computer:

If you have Microsoft Word software, you may download the report forms from our website at <http://www.immunize.nc.gov>. You must still mail a copy of your report to the Immunization Branch and one to your local county health department.

Here are several points to assist you in completing your annual child care report:

- Review the back of the report for instructions on completing the report.
- **If you have no children enrolled, please complete the form and put '0' on the enrolled line.**
- **If your childcare is closed, please complete the top of the form and write "closed" across the form.**
- You must complete the front sheet with the name of your child care, county, etc.
- **Do not use reports or diskettes from previous years.**
- Fill out all requested information completely (i.e., use numbers, not √'s to document a child's immunizations).
- **Do not send in copies of the children's medical reports or immunization records.**
- Do not report school age children (K-12).
- **Remember to mail the yellow copy to your local health department and keep the pink copy for yourself.**

Thank you for ensuring that children in your care are properly immunized. If you have any questions or need additional information, please call (919) 707-5550.

Attachments

cc: Local Health Directors
Regional Immunization Staff
WCH Nurse Consultants

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