



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

Roy Cooper  
Governor

Dempsey E. Benton  
Interim Secretary

Daniel Staley  
Division Director

January 23, 2017

**Memorandum**

**TO:** Child Care Operator/Head Start Director

**FROM:** Wendy Holmes, RN, Head <sup>WH</sup>  
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 immunization report on newborn through preschool-aged children annually. The purpose of this report is to ensure that all children enrolled in your early childhood program are protected against vaccine-preventable diseases and to determine the number of children who meet state immunization requirements.

Enclosed is the new version of the 2017 Annual Child Care Immunization Report. This is the only report that will be accepted. If you have completed a prior version of this report, we ask that you resubmit the report.

To help you complete the 2017 Annual Child Care Immunization Report, "Age Worksheets" are provided in this packet. These worksheets are not mandatory to complete, but may be requested from you by your Child Care Health Consultant or a Local Health Department official. If you have immunization reporting computer software, we encourage you to use that software to complete the 2017 Annual Child Care Immunization Report.

There are two ways to submit your 2017 Annual Child Care Immunization Report

1. Visit [http://immunize.nc.gov/schools/ccf\\_annualimmunization.htm](http://immunize.nc.gov/schools/ccf_annualimmunization.htm) and click on the blue "Submit Immunization Report" button or,
2. Type the URL listed on the bottom of the report to any web browser.

If you do not have internet access and need to mail in your report, please send the report to:

N.C. Department of Health and Human Services  
Division of Public Health  
Immunization Branch  
1917 Mail Service Center  
Raleigh, NC 27699-1917

Reports are due on **Friday, March 17, 2017**. You do not need to send a copy to your local health department.

If you have no children enrolled or your center or home is closed, you still need to submit a report. This will ensure your center or home is counted and not considered delinquent or missing. Enter 0 for all questions after question #13.



Please do not include children born after January 15, 2017, children who attend only before and/or after school, or children in elementary school full time. 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 2017 Annual Child Care Immunization Report and on the Age Worksheets before starting the report.
- Complete the report as soon as you can, and do not wait until the last minute. If you have additional questions about this report, please call 919-707-5558.
- Submit your report online. This ensures it does not get lost in the mail, and it confirms 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. You will be contacted if the report is not received on time.

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.

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

A: The child should not attend child care until their records are submitted.

**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 the child should be excluded 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 that you have the most updated record on file.

Thank you for your strong 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 919-707-5558 or [immunization.reports@dhhs.nc.gov](mailto:immunization.reports@dhhs.nc.gov).

Attachments

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