



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**

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MARK BENTON • Deputy Secretary for Health
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Division of Public Health

September 2023

TO: Child Care Operators / Head Start Directors

FROM: Carrie Blanchard, Interim Branch Director *CB*
Immunization Branch
Division of Public Health

RE: 2023 Annual Child Care Immunization Report

The purpose of this memo is to notify child care operators/Head Start directors of the 2023 annual immunization reporting requirements. North Carolina Immunization law requires all licensed childcare facilities as defined in G.S. 110-86(3) to file an annual immunization report on children, newborn through preschool-age. This report is used to determine the number of children who meet state immunization requirements under 10A NCAC 41A.0401, thereby ensuring that children in attendance at your child care facility are protected against vaccine-preventable diseases.

Reports must be submitted electronically by visiting the following link:

<https://survey.alchemer.com/s3/7488181/Child-Care-Immunization-Report-2023-2024>.

A worksheet is available at this link to assist you in determining the status of children in your care.

Only one current report will be accepted per child care facility, per report period. All reports must be submitted electronically by midnight, Wednesday, November 1, 2023. Reports will not be accepted after that date.

REMEMBER: Please do not report on children born on or after October 1, 2023, 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.

NC DEPARTMENT OF HEALTH AND HUMAN SERVICES • DIVISION OF PUBLIC HEALTH-IMMUNIZATION BRANCH

LOCATION: 5601 Six Forks Road, Building 2, Raleigh, NC 27609

MAILING ADDRESS: 1917 Mail Service Center, Raleigh, NC 27699-1917

www.ncdhhs.gov • TEL: 919-707-5550 • FAX: 919-870-4824

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Tips for success:

Download the age worksheet linked on the first page of the online report and complete it before proceeding with the rest of the report.

Complete the report as soon as possible.

If you have additional questions about this report or are not able to access the internet to complete the report, please email Immunization.Reports@dhhs.nc.gov, or call 919-707-5595.

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. If a vaccine-preventable disease outbreak occurs; 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 is received after the due date of November 1, 2023.

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

A: The child should not be permitted to attend child care until the required immunizations have been obtained. [G.S. 130A-155(a)].

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

A: The child care facility should confirm with the parent they have an up to-date immunization record on file within 30 days of their first attendance.

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 919-707-5595 or Immunization.Reports@dhhs.nc.gov.

cc: Dr. Zack Moore, Epidemiology Section Chief
Amanda Fuller Moore, PharmD, Deputy Epidemiology Section Chief
Local Health Directors
Regional Immunization Consultants (RICs)
Regional Immunization Nurses (RINs)
Child Care Health Consultants
Amy Petersen

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