



## Renfrew County and District Health Unit *Immunization Program*

### Submission of Enrollment and Immunizations/Exemptions of Attendees Instructions and Timelines

#### WHAT IS REQUIRED FROM YOU, THE OPERATOR?

##### Newly Licensed Child Care Facility

- Contact the Health Unit, Immunization Program (613-735-8653) to set up an initial visit by a health unit nurse.
- Submit copy of an immunization record, or **original** exemption form along with the **Immunization Program Questionnaire** for each preschool child enrolled in your child care center. Information for any school aged children (JK and above) who is enrolled in the center is obtained through the school registration process and, therefore, is not required to be submitted to the Health Unit.
- Immunization records/exemptions can be submitted to the local Health Unit via fax, mail, or dropped off in person.

##### Monthly (by the 15<sup>th</sup> of each month )

- Submit the **Child Care Entry/Withdrawal Form** ( if no entries or withdrawals during the month please mark as N/A on the form).
- Submit immunization records, or **original** exemptions along with the **Immunization Program Questionnaire** for new enrollments as well as updates for existing children enrolled in the facility.
- These forms may be submitted to RCDHU via fax, mail, or dropped off in person on a monthly basis.

##### Annually

- Submit the **Current Child Care Enrollment Report** including the current contact information for all preschool children enrolled in your centre.
- Distribute parent letters (**Vaccination Requirements for Licensed Child Care, Reminder Notice**) that have been prepared by the Health Unit to parents/guardians of each child who has been identified as not up-to-date with immunizations as set forth by the local Medical Officer of Health.



## Renfrew County and District Health Unit *Immunization Program*

### WHAT IS REQUIRED FROM US, THE HEALTH UNIT?

#### Newly Licensed Child Care Facility

- Conduct an initial visit to the newly licensed child care centre.
- Provide a copy of and review the ***Child Care Immunization Package***.
- Review the process outlined for submitting enrollment lists, entry/withdrawal forms, and immunization records/exemptions.

#### Monthly (by the 15<sup>th</sup> of each month )

- Review the ***Child Care Entry/Withdrawal Form***, and update the child care centre file as appropriate.
- Review the immunization records or original exemptions of new child care attendees. Contact the child care centre, as needed.

#### Annually

- Review the ***Current Child Care Enrollment Report*** including the current contact information for all preschool children enrolled in the centre.
- Review the immunization status of all children and identify those who are not up-to-date with their immunizations as required by the local Medical Officer of Health (refer to ***Immunization Requirements for Licensed Child Care Attendees***).
- Prepare parent letters (***Vaccination Requirements for Licensed Child Care, Reminder Notice***) to parents/guardians of each child who has been identified as not up-to-date with immunizations as set forth by the local Medical Officer of Health.
- Prepare a summary letter and mail/fax to child care centre operators following the due date for the submission of the required immunization information, notifying which children do not meet the immunization requirement set forth by the local Medical Officer of Health.

**Should you have any questions or concerns, or if you would like to consult with a nurse, please contact the Immunization Program at 613-735-8653 or 1-800-267-1097.**