



Renfrew County and District Health Unit  
*"Optimal Health for All in Renfrew County and District"*

## **Instructions for Collection, Maintenance and Completion of Child Care Forms for Licenced Child Care Facility Operators and Providers**

### **Background**

The Child Care and Early Years Act requires all infants and children attending a Licenced Child Care Facility be fully immunized as recommended by the Medical Officer of Health. In Renfrew County and District this includes Diphtheria, Tetanus, Pertussis, Poliomyelitis, Measles, Mumps, Rubella, Haemophilus influenzae B, Rotavirus, Meningococcal disease, Pneumococcal disease, and Varicella (chickenpox).

Each Child Care facility is responsible for ensuring that the immunizations for each child/infant enrolled in the facility are up to date.

Each Child Care facility is also responsible for ensuring a record of immunization is kept on file at the facility, and another is forwarded to Renfrew County and District Health Unit (RCDHU).

### **Immunization Schedule**

This schedule may change if a child misses any of the recommended immunizations. Please refer to the Immunization Assessment Tool (Appendix A) to ensure each child is up to date with the required immunizations to attend a Licensed Child Care Facility. If you have any questions about interpreting the schedule or an immunization record, please contact the Immunization Program for guidance at 613-732-9436 or 1-833-773-0004.

### **Process for New Registrants**

Ensure all children are immunized prior to registration. The operator/provider can do so by providing the parent/guardian with the following:

- **Program Questionnaire (Appendix B)** Demographic information about the child and parent is collected on this form. The parent/guardian will also be asked to provide a copy of their child's immunization record. The program questionnaire provided by RCDHU must be used. Legal names must be used on the form. Completed questionnaires must be forwarded to RCDHU from the Child Care facility with a complete Immunization record for each new attendee.
- **Parent Handout 'Report your Immunizations' (Appendix C)** This handout outlines the immunization requirements for children enrolled in Licensed Child Care Facilities in Renfrew County and District. It also highlights the importance of updating immunization information and the different methods parents/guardians can use to update their children's records with RCDHU.

Child Care Facilities can submit the completed Program Questionnaire electronically by completing the fillable PDF and emailing the form to [immunization@rcdhu.com](mailto:immunization@rcdhu.com) or by faxing 613-735-3067.

### **Process for Reporting Enrollment**

Semi-annually, RCDHU will request that the Child Care Facility submit the 'Current Child Care Enrollment Report' (Appendix D). Child Care Facilities can submit their enrollment information electronically by completing the fillable PDF and emailing the form to [immunization@rcdhu.com](mailto:immunization@rcdhu.com) or by faxing 613-735-3067.

### **Process for Parents Requesting an Immunization Exemption for Religious or Conscience or Medical Reasons**

Some parents may choose not to immunize their child for religious or conscientious reasons while others may not be immunized for medical reasons.

Child Care providers can direct parents to the appropriate exemption form, or they can direct parents to contact RCDHU for help to access the form.

Once completed, the original copy of the exemption must be forwarded to RCDHU. The Child Care operator/provider can photocopy the completed form and store it in the child's file at their facility. The Statement of Medical Exemption must be completed by the child's Health Care Provider (a Medical Doctor registered with the College of Physicians and Surgeons of Ontario or Nurse

Practitioner Registered with the College of Nurses of Ontario) stating the reason for the medical exemption. The original copy must be forwarded to RCDHU, and the Child Care operator/provider can photocopy the completed form and store it in the child's file.

Link to Statement of Conscience or Religious Belief :

<https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=3042&NO=010-3042E>

Link to Statement of Medical Exemption:

<https://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROFILE&SRCH=&ENV=WWE&TIT=immunization&NO=010-3041E>

In the event of an outbreak related to a vaccine preventable disease, RCDHU may order the exclusion of children who have an incomplete immunization record from attendance at a Child Care facility until the risk related to the outbreak has ended. This is to minimize the risk of spreading the disease and to protect unvaccinated staff and children.

### **Process for Updating Records of Existing Registrants**

Child Care facilities must ensure that the immunizations of children already enrolled in their facility are up to date as per Ontario's routine Immunization schedule. To facilitate the collection of this information, the operator can provide the parent/guardian with the Handout – *Report you child's Immunization* (Appendix C). The parent/guardian is responsible for updating RCDHU each time their child receives an Immunization. The parent/guardian must also provide the Child Care facility with a copy of their updated Immunization Record as they also must keep an updated record at their facility. Some Child Care facilities may choose to submit the child's Immunization updates to RCDHU on behalf of the parents.

### **Immunization Surveillance**

Annually, RCDHU will review the immunization records for each child enrolled in licensed Child Care facilities in Renfrew County and District. RCDHU will identify children who are not up to date and will provide a notice of overdue Immunization to the child's parent/legal guardian. A due date in which they must submit their child's Immunization record will be provided in the written

notice. Following the due date, RCDHU will provide the operator with a list of children in their facility who are not up to date with their immunizations as set forth by the local Medical Officer of Health.

### **Immunization Requirement for Employees**

According to the Child Care and Early Years Act, 2014, "Every licensee of a Child Care facility shall ensure that, before commencing employment, every person employed in a Child Care centre it operates and every volunteer or student who is on an educational placement with the licensee has a health assessment and immunization as directed by the local medical officer of health."

RCDHU's Medical Officer of Health (MOH) requires all Child Care employees, students, and volunteers to have up-to-date immunizations when they start work or an educational placement (see Appendix E for requirements). There is no specific requirement for a health assessment in addition to these immunizations. The immunizations are to be kept on file by the Child Care facility.

It is important that employees have up to date immunizations to protect themselves and the children under their care against vaccine preventable diseases. Note that, RCDHU does not collect and review the immunization records of employees.

**Should you have any questions, or if you would like to consult with a Public Health Nurse, please contact the Immunization Program at:**

**613-732-9436 or 1-833-773-0004.**

# Appendix A

## Immunization Assessment Tool

### Immunization Assessment Tool for Licensed Child Care Providers

Ontario Publicly Funded Immunization Schedule for Children Attending Child Care Facilities Who Are Less than 4 Years Old												
Recommended Age to Receive Vaccine	Pediaceel (DTaP-IPV-Hib)				Rotarix (RV1)	Prevnar 13 (Pneu-C-13)	Priorix, MMR II (MMR)			Varilix, Varivax (Var)	Menjugate Neisvac-C (Men-C-C)	
	Diphtheria	Tetanus	Pertussis	Polio	Haemophilus Influenza B (Hib)	Rotavirus	Pneumococcal	Measles	Mumps	Rubella	Varicella	Meningococcal
2 months	First Dose											
4 months	Second Dose											
6 months	Third Dose											
12 months (must be received on or after first birthday)						Third Dose	First Dose				First Dose	
15 months										First Dose		
18 months	Fourth Dose											
Required Number of doses by 18 months old	Four				Two	Three	One			One	One	

\*Adapted from Publicly Funded Immunization Schedules for Ontario (June 2022)

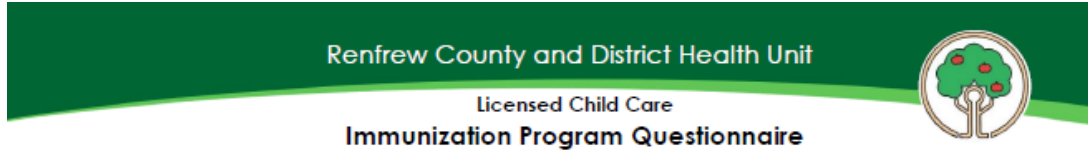
For help assessing immunization records, please call Renfrew County and District Health Unit at 613-732-9436 or 1-833-773-0004.



# Appendix B

## Program Questionnaire

Available: <https://www.rcdhu.com/wp-content/uploads/2023/05/Licensed-Child-Care-Immunization-Program-Questionnaire-fillable.pdf>



**Dear Parent/Guardian:**

Children attending licensed Child Care facilities in Ontario must have proof of Immunization against Diphtheria, Tetanus, Pertussis, Polio, Haemophilus influenzae B (Hib), Measles, Mumps, Rubella, Rotavirus, Pneumococcal, Meningococcal and Varicella. Renfrew County and District Health Unit (RCDHU) is required to have this information by law according to the *Child Care and Early Years Act, 2014, S.O. 2014.*

**It is the responsibility of the parent/guardian to update RCDHU with all Immunizations. Health Care Providers do not routinely forward Immunization records to RCDHU. If a record indicating all the required immunizations or a signed exemption form has not been provided, your child may not be able to attend a licensed Child Care facility.**

**Instructions For Parents**

1. Fill in the form below
2. Attach a copy of your children's Immunization Record to the form
3. Return the form and Immunization record to your Child Care facility

Required Information (as it appears on Health Card)			
LAST NAME (as it appears on Health Card)		FIRST NAME (as it appears on Health Card)	
NAME OF CHILD CARE FACILITY ATTENDING		PREFERRED NAME	
DATE OF BIRTH (YYYY/MM/DD)	ONTARIO HEALTH CARD NO	GENDER	
HOME ADDRESS		TOWN/CITY	POSTAL CODE
PARENT/LEGAL GUARDIAN LAST NAME	PARENT/LEGAL GUARDIAN FIRST NAME	RELATION TO CHILD	
HOME PHONE NUMBER	WORK PHONE NUMBER	CELLPHONE NUMBER	
FAMILY DOCTOR/HEALTH CARE PRACTITIONERS NAME AND TELEPHONE NO			

**KEEP US UP TO DATE!** Every time your child receives an Immunization let RCDHU know



Online: through  
Immunization  
Connect Ontario  
[ICON](#)



Email:  
[Immunization@rcdhu.com](mailto:Immunization@rcdhu.com)



By Mail or in  
Person:  
141 Lake St.  
Pembroke, ON  
K8A 5L8

Children who are not Immunized must provide a valid exemption. If this child needs an exemption form for medical, religious or conscience reasons please visit our website at [www.rcdhu.com](http://www.rcdhu.com) to access the form. Return completed form to your child care facility.

Personal information contained on this form is collected under the authority of one or more of the following (as amended): the Health Protection and Promotion Act, R.S.O. 1990; the Immunization of School Pupils Act, R.S.O. 1990; the Regulated Health Professions Act, 1991, S.O. 1991; and in compliance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and the Personal Health Information Protection Act, 2004, S.O. 2004. This information is used to ensure that all appropriate personal care and public health services are provided, and that necessary statistics are kept. Questions about this collection should be directed to the Program Manager at the Renfrew County and District Health Unit, 141 Lake St. Pembroke, ON K8A 5L8

## Appendix C

### Parent Handout 'Report your Immunizations'.

Renfrew County and District Health Unit  
"Optimal Health for All in Renfrew County and District"



### Report Your Immunization Records

Each time your child receives a vaccination, you are required to update Renfrew County and District Health Unit (RCDHU) directly, as well as your Child Care Facility.

*Please note:* Health care providers and child care providers **do not** report immunization records for you.

#### How to update and report immunization records:

- ✓ **Scan the QR code** to access the ICON tool (Immunization Connect Ontario). Update your records securely online. 
- ✓ **Email** : immunization@rcdhu.com
- ✓ **Fax**: 613-735-3067
- ✓ **Call**: 613-732-9436 or 1-833-773-0004



#### Ways to get vaccinated:

- ✓ Call your health care provider and report the immunization to RCDHU
- ✓ Call to book an appointment with RCDHU at 613-732-9436 or 1-833-773-0004



To find out if your child has received all their vaccines, you can review and follow the publicly funded immunization schedule of Ontario explained on the back side of this form.

Keeping up-to-date with your child's immunizations ensures the health and well-being of everyone attending daycare.

Current as of May 2023

# Appendix D

## Current Child Care Enrollment Report



Renfrew County and District Health Unit  
"Optimal Health for All in Renfrew County and District"

### CURRENT CHILD CARE ENROLLEMENT REPORT

Name of Facility : \_\_\_\_\_

Date : \_\_\_\_\_

Child Name (as it appears on health card)		Date of Birth (yyyy/mm/dd)	Parent/Guardian Name		Mailing Address	Phone Number(s)
Legal Last Name	Legal First Name		First Name	Last Name		

Please submit to Renfrew County and District Health Unit by fax at 613-732-3067 or [Immunization@RCDHU.com](mailto:Immunization@RCDHU.com)



## Appendix E

### Immunizations for Employees working in Licensed Child Care Facilities

Renfrew County and District Health Unit



#### Immunizations for Employees Working in Child Care Facilities

According to the *Child Care and Early Years Act, 2014*, "Every licensee of a childcare centre shall ensure that, before commencing employment, every person employed in a child care facility it operates and every volunteer or student who is on an educational placement with the licensee has a health assessment and immunization as directed by the local medical officer of health."

Renfrew County and District Health Unit's Medical Officer of Health (MOH) requires all child care employees, students, and volunteers to have up-to-date immunizations as listed when they start work or an educational placement. There is no specific requirement for a health assessment in addition to these immunizations. The immunizations are to be kept on file by the child care facility.

Immunizations directed by MOH for employment (REQUIRED)		
Vaccine	Diseases	Employees, Students and Volunteers
Td/Tdap	Tetanus Diphtheria Pertussis	1 dose of Tdap in adulthood, then 1 dose of Td every 10 years
MMR	Measles Mumps Rubella	<ul style="list-style-type: none"> <li>➢ 1 documented dose or</li> <li>➢ Proof of immunity (blood test) or</li> <li>➢ If born before 1970: assumed to have natural immunity</li> </ul>
Var	Varicella	Fulfill one of these three criteria: <ul style="list-style-type: none"> <li>➢ A history of chickenpox or shingles after 1 years of age (self-reported) or</li> <li>➢ 2 doses of varicella vaccine or</li> <li>➢ Proof of immunity (blood test)</li> </ul>
Immunizations that are strongly encouraged (but NOT required)		
Vaccine	Diseases	Employee, Students and Volunteers
Flu	Influenza	Every year in the fall, at the start of flu season Especially for employees caring for children under 5 years of age
HB	Hepatitis B	2 or 3 doses depending on age. Employees in child care facilities where there is a child or employee who has acute HB or is a HB carrier should receive HB vaccine followed by immunity testing (blood test) 1 to 6 months after the last dose of HB. Because the HB status of children is generally unknown, vaccination of all child care facility employees is strongly encouraged.
COVID-19	COVID-19	The full primary series of a COVID-19 vaccine or combination of COVID-19 vaccines approved by the World Health Organization (e.g., two doses of a two dose vaccine series, or one dose of a single-vaccine series) AND a booster dose within the last 6 months

An employee who objects to vaccines directed by the MOH due to [medical](#) or [non-medical](#) reasons must complete a standardized approved exemption form from the Ministry of Education and provide it to the childcare licensee.

In the event of an outbreak related to a vaccine preventable disease, Renfrew County and District Health Unit may order the exclusion of persons who have an incomplete immunization record from presence at a child care facility until the risk related to the outbreak has ended.

## Flow Chart of the Immunization Reporting Process for Child Care Centres

