



North Carolina Department of Health and Human Services
Division of Public Health – Women’s & Children’s Health Section

1917 Mail Service Center • Raleigh, North Carolina 27699-1917

Tel 919-707-5550 • Fax 919-870-4824

Beverly Eaves Perdue, Governor

Lanier M. Cansler, Secretary

October 1, 2009

MEMORANDUM

TO: Child Care Operator/Head Start Director

FROM: Beth Rowe-West, RN, BSN, Head *BRW*
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 December 1, 2009. 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 enclosed Local Health Department directory for the address).

There are a few changes in the reports for 2009:

- 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.
- Two recommended vaccines are included on the report: PCV7 (Pneumococcal or Prevnar) and Hepatitis A. These vaccines are recommended, but not required for children. If you know if children in your center have these vaccines, please include in the report. If they have not had these vaccines, you can leave that section blank and they are not required to have them to be in child care in North Carolina.

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.
- Do not use reports or diskettes from previous years.
- Fill out all requested information completely (i.e., use numbers, not $\sqrt{}$'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.

If you have Microsoft Word software you may request a computerized copy of the form to complete via email at childcare.report@ncmail.net or download a copy from our website at <http://www.immunizenc.com/childcares.htm>. Complete the report with the appropriate data and send a printed copy to the Immunization Branch and your local health department.

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.

cc: Local Health Directors
Regional Immunization Staff
WCH Nurse Consultants

