

CHILD CARE STAFF IMMUNIZATION CHECKLIST FOR REGISTRATION



General Guidance

All required forms for state immunization requirements have extensive foreign language options. Additionally, supporting handouts and letters have some foreign language options. Use the materials and language options that best fit your community.

Child cares are required to collect a medically verified Certificate of Immunization Status (CIS) for each child every year. You can find out more about this requirement and other helpful links in the resources section at the end of this checklist.

Prepare For Next Year's Enrollment

- Include immunization requirements in child care enrollment communications.

Suggested language: Enrollment is just around the corner. As part of enrollment, make sure your child meets immunization requirements. You can find parent charts and required forms at <https://doh.wa.gov/vaxtoschool>.

We encourage you to talk to your doctor or health provider if you are unsure of your child's immunizations.

- Include immunization requirements information in enrollment mailings or packets.
- Add child enrollment information, including immunization requirements, to your business web page and social media pages.

Suggested language: Child care enrollment starts on XX-XX-XXXX. Children need to meet immunization requirements to attend the first day of child care.

To make sure your child meets requirements, visit the Department of Health's family page for immunizations at <https://doh.wa.gov/vaxtoschool>. Families can view and print out official immunization records at <https://myirmobile.com>. Updated records can be turned in to staff on or before the first day of school.

If you have questions, reach out to our staff at [childcare@email.com].



Spring/Summer Communications

- Include reminders about scheduling doctor visits for immunization requirements.
 - Highlight that scheduling appointments early reduces family stress during start of child care, and lowers the need to find last-minute appointments.
- Include information about any planned vaccination clinics.
- Remind families of child care immunization requirements.
- Remind families about approved records for immunization requirements.
- Remind families they need an updated Certificate of Immunization Status by [Date].

Prepare For The Start of Child Care

- Print the Registration Flowchart for Immunization Records and review the process.
 - Determine how immunization records review fits within child care registration process.
 - Identify a location to store Certificates of Immunization Status for each child.
 - Print additional copies of materials for families as needed.
 - Certificate of Immunization Status (CIS)
 - Certificate of Exemption (COE) forms
 - Child Care Charts for Parents
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During/After Child Care Registration

- Gather and review immunization records of children.
- If using the School and Child Care Immunization Module, add children to the child care roster. Don't add children in grades K-12.
- Direct families to appropriate resources if their child doesn't meet immunization requirements. Refer to the registration flowchart for specifics.
 - If available, provide communication about vaccination clinics.
- Identify children who still need to show paperwork to start the first day of child care.
 - Send out follow-up notifications with families who need to provide paperwork for immunization requirements. Remind them their child cannot start child care until required paperwork is turned in.

Prepare For Child Care Immunization Reporting (Select 1)

Via School and Child Care Module:

- If using the school and child care module of the Immunization Information System (IIS), make sure the student roster is up to date by December 1st.
- Don't add children in grades K-12 to your roster.
- Fill in missing immunization dates and exemptions.

Send questions to schoolmodule@doh.wa.gov.

Via Direct Reporting:

- Use the Annual Report Worksheet to identify information you need for the immunization report.
 - Use the emailed link from DOH to access the online survey and complete the report.
 - Complete by December 1, 2024.

Send questions to oischools@doh.wa.gov.
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Highlighted Resources

Family Friendly Immunization Requirements Page

<https://doh.a.gov/vaxtoschool>

- Child Care Immunization Requirement Charts for families (multiple languages)
- Certificates of Immunization Status (multiple languages)
- Certificate of Exemption (COE) (multiple languages)
- Quick Reference Guide for COE (multiple languages)

Family accessible immunization records

<https://myirmobile.com>

- Printable Certificate of Immunization Status (CIS) forms
- CIS forms from myIR mobile are medically verified from the Washington State Immunization Information System.

Clinical/Staff Immunization Page

<https://doh.wa.gov/scci>

- Registration Flowchart for Immunization Records
<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/348-756-RegistrationFlowchartforImmunizationRecords.pdf>
- Vaccination Flyer for Child Care Providers
<https://doh.wa.gov/sites/default/files/legacy/Documents/8200/348-103-TdapCC-en-L.pdf>
- Vaccine Requirements for Early Learning and Child Care
<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/348-849ChildCareImmunizationResourceFlyer.pdf>

School and Child Care Immunization Module Page

<https://doh.wa.gov/community-and-environment/schools/immunization/school-and-child-care-immunization-module>