

IMMUNIZATION TOOLKIT

FOR CHILD CARES AND EARLY LEARNING



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OVERVIEW

Child cares in Washington state face the important task of providing education and care for our children. As part of this responsibility, child cares must educate and help families with child care entry requirements. Immunization requirements play an important role in reducing the spread of disease and keeping children happy and healthy. This Child Care Immunization Toolkit supports child care staff and volunteers as they communicate to children and families about immunizations.

This toolkit provides a variety of resources to help with communicating immunization requirements. There are sample newsletter articles, mailers, posters, and social media to reduce the time that staff need to reach out to families.

UNDERSTANDING YOUR ROLE

As someone who works for child care, it is your responsibility to know the immunization requirements for child care entry in Washington state.

In addition, families may have questions about vaccination. You are a trusted source of information, and what you say and how you say it can impact the health of others. If you feel uncomfortable talking to families about vaccination, use the resources in this guide and refer them to their healthcare provider. If you don't know the answer, it's ok to say you don't know.

Vaccinations have a long and successful history in stopping many dangerous diseases. They also protect you, your coworkers, and the children in your care from getting seriously ill. Many of these diseases are not regularly seen thanks to vaccination. However, vaccination is still very important. Washington state and the rest of the nation still experience disease outbreaks which can be prevented by vaccination. Diseases like whooping cough, measles, and meningitis can spread to others and cause serious health effects.

If you're curious to read more, check out the Center for Disease Control and Prevention's web page on [Reasons to Vaccinate](#).

SECTION 1: IMMUNIZATION REQUIREMENTS FOR CHILD CARES

Who needs to follow the state's immunization requirements?

Under state law, the following schools, preschools and child cares are required to comply with immunization requirements and reporting:

- Public and private schools
- Preschools
- Licensed child cares
- Licensed child cares for school age children
- Preschools located at a public or private school
- Early Childhood Education and Assistance Programs (ECEAP) and Head Start programs

If your child care does not need to comply with immunization requirements, you may still find some helpful resources in this toolkit.

What are the immunization requirements for children in child care?

- Each year, families must provide documentation showing their child meets immunization requirements.
- Child cares must review documents for accuracy, and follow up with families missing correct documentation.
- Child cares must save all immunization documents on site for reference.
- Child cares must produce within twenty-four hours a current list of children who are not fully immunized. This list must be transmitted to the local health department upon request.
- Child cares must complete and file an immunization status report to the Department of Health each year.

Depending on their age, children must show a certain amount of vaccinations or health care provider documentation of immunity for:

- Hepatitis B
- Diphtheria, Tetanus, and Pertussis (DTaP)
- Haemophilus influenza type B (Hib)
- Polio
- Pneumococcal disease (PCV)
- Measles, Mumps, and Rubella (MMR)
- Chickenpox (varicella)

View the resources section to find helpful guidance and materials related to immunization requirements.

What are the immunization requirements for child care staff and volunteers?

Staff and volunteers at a Child Care Center (including ECEAP and Head Start preschools) are required to provide specific immunization documentation to their facility (Chapter 43.216 RCW). They will need one of the following:

- An immunization record showing they received the MMR vaccine.
- Proof of immunity from measles through documentation of lab evidence of antibody titer.

- A health care provider’s attestation of the person’s history of measles sufficient to provide immunity against measles (the provider may consider CDC guidance regarding evidence of immunity including for those born before 1957).
- Written certification, signed by a health care practitioner, that the MMR vaccine is not advisable for the person.

For more information see the [Employee and Volunteer MMR Requirement FAQs](#)

Child Care Immunization Status Reporting

Schools, preschools, and child cares must complete and file an immunization status report to the Department of Health by December 1 of each year. Child cares fill out the Department of Health’s Annual Report Worksheet and complete an online reporting survey, which is provided each year. For more information about immunization status reporting, check out [DOH’s Child Care Immunization Reporting web page](#).

Washington State Immunization Information System and the School and Child Care Immunization Module

The Washington State Immunization Information System (WAIS) is an online registry of immunization records for people of all ages in Washington state. Healthcare providers routinely add patient immunizations into the IIS, making it an invaluable resource for up-to-date immunization records.

The School and Child Care Immunization Module (SCCIM) is a feature of the WAIS which allows users to track and manage student, child and school-level immunization information. The SCCIMs goal is to improve compliance rates with immunization requirements to support healthy, well-vaccinated children.

Child Cares can request a SCCI module account via the [School and Child Care Immunization Module](#) web page. In the past, child cares needed a supervising health care provider to access these records. However, child cares can now have read-only accounts without health care provider oversight. SCCIM accounts make tracking children’s immunization records and annual immunization status reporting easier for schools and child cares.

For questions about the SCCI module, please email schoolmodule@doh.wa.gov.

SECTION 2: PARENT LETTERS

Immunization Reminder

Dear Parent or Guardian of **[INSERT CHILD'S FULL NAME]**:

Each year, you are required to submit updated paperwork showing your child meets state immunization requirements for child care entry. We collect paperwork annually on **[MM/DD/YYYY]**.

Your child may need to show proof of different vaccinations depending on their age. For more details on specific vaccine requirements, view the Department of Health's Child Care Vaccines Required Chart for Parents at <https://doh.wa.gov/vaxtoschool>.

If we do not receive paperwork showing your child meets immunization requirements for child care entry by [XX/XX/XXXX], your child will be excluded from child care, per Revised Code of Washington [RCW 28A.210.120](#).

Valid documentation includes a Certificate of Immunization Status (CIS) form showing vaccination or evidence of immunity. Children with one or more immunization exemptions must turn in a completed Certificate of Exemption (COE) form.

Acceptable CIS forms include:

- A printed CIS from <https://myirmobile.com>.
- A printed CIS from a health care provider.
- A printed CIS from a school (not all schools have this ability).
- A hand-filled CIS with attached medical records.

If your child has a philosophical, religious, or medical exemption, a Certificate of Exemption form must be completed and signed by an approved healthcare provider licensed in Washington state.

What do vaccines cost?

Clinics in the Vaccines For Children (VFC) program provide childhood vaccines at no cost in the state of Washington. Providers may charge an office visit fee and a fee to give the vaccine, called an administration fee. If you cannot pay the administration fee, you can **ask your health care provider to waive the cost**. Find VFC clinics by using this vaccine map at <https://fortress.wa.gov/doh/vaccinemap>.

Where do I get more information? Where do I get forms?

For more information about immunization requirements, including links to the forms mentioned above, visit <https://doh.wa.gov/vaxtoschool>. You can reach us at **[INSERT PHONE #]** for help or more information.

Sincerely,

[INSERT NAME AND TITLE OF EMPLOYEE, AND NAME OF CHILD CARE]

SECTION 3: DROP IN ARTICLES

Immunization Requirements for Child Care

Each year, we are required to collect updated immunization records for your child. We will begin collecting updated immunization paperwork from everyone starting on [MM/DD/YYYY]. We ask that you turn in paperwork by [MM/DD/YYYY]. If we don't have updated paperwork for your child, they may be excluded from attending.

Valid documentation includes a Certificate of Immunization Status (CIS) form showing vaccination or evidence of immunity. Children with one or more immunization exemptions must turn in a completed Certificate of Exemption (COE) form. You can read more about the requirements and get necessary forms at <https://doh.wa.gov/vaxtoschool>.

Vaccinations are an important part of keeping all the children in our care happy and healthy. If you have questions about transitional kindergarten or pre-school immunization requirements, please contact us at <email or phone>.

Flu Season Reminder

Many viruses spread during the fall and winter months. Flu, COVID-19, and RSV are common diseases that spread in our community and can have serious consequences for children, especially children under 5 years of age. It is a great time to get your child vaccinated to protect them. Many healthcare providers offer vaccination at low or no cost. Additionally, our local pharmacies offer vaccination. Call to schedule an appointment today!

[Sample pharmacy and clinic names, addresses, phone numbers]

SECTION 4: SOCIAL MEDIA TEXT

National Immunization Awareness Month (NIAM) Posts

[ENGLISH COPY 1]

Did you know that August is National Immunization Awareness Month? Make sure your child has all their vaccines to keep them happy and healthy. If you aren't sure, go to <https://MyIRmobile.com> or schedule an appointment with your child's healthcare provider.

Schedule Vaccine Appointments Early Posts

[ENGLISH COPY 1]

Your child needs all their routine vaccines to keep healthy in child care. Schedule your child's vaccine appointment early so they are ready to get back to the playground.

[ENGLISH COPY 2]

Don't wait, vaccinate! Get your child caught up on routine vaccinations before your child's updated immunization paperwork is due with our child care.

Sample School Clinic Reminders Posts

[ENGLISH COPY 1]

Is your child up to date on their vaccines? If not, [healthcare provider/clinic/health department] is hosting a vaccine clinic at [Enter XX date, time, and location]. For more information visit [webpage].

Sample General Vaccine Reminders Posts

[ENGLISH COPY 1]

Looking to enroll your child into child care? Make sure they have everything they need, including all their vaccinations. Schedule your child's wellness visit now to avoid the rush!

SECTION 5: RESOURCES

This section contains direct links to resources on the Department of Health's School and Child Care Immunization page which may be helpful for school immunization work.

School and Child Care Immunization page

This page contains specific resources for child care staff around immunization requirements.

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

School and Child Care Immunization Information For Families Page

This page helps families navigate immunization requirements for school and child care. It contains helpful reference charts and all the forms which can be submitted to school or child care. The page is also completely translated in Spanish, Russian, and Vietnamese. All resources are available in multiple languages.

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

Child Vaccinations: A Toolkit for Child Care

Seattle/King County Public Health has an excellent toolkit for child care staff on understanding the vaccine requirements.

[English \(PDF\)](#) | [中文 - Chinese \(PDF\)](#) | [Русский - Russian \(PDF\)](#) | [Af-soomaali - Somali \(PDF\)](#) | [Español -Spanish \(PDF\)](#) | [Українська - Ukrainian \(PDF\)](#) | [Tiếng Việt - Vietnamese \(PDF\)](#)

Child Care Staff Immunization Checklist for Registration

This form was created to help child care staff plan for immunizations requirements throughout the year and includes a helpful checklist of suggested activities.

[Child Care Staff Immunization Checklist for Registration \(wa.gov\)](#)

Do You Take Care of Kids? Child Care Resource Flyer

This flyer provides helpful information to child care staff on the requirement for staff and volunteers to be protected against measles.

[Do You Take Care of Kids? Child Care Resource Flyer \(wa.gov\)](#)

Child Care Immunization Requirement Charts for Parents

The child care chart shows required immunizations for school entry based on a child's age. The chart is translated into a variety of languages.

[English \(PDF\)](#) | [Español -Spanish \(PDF\)](#) | [አማርኛ - Amharic \(PDF\)](#) | [العربية - Arabic \(PDF\)](#) | [中文 - Chinese \(PDF\)](#) | [Fosun Chuuk - Chuukese \(PDF\)](#) | [دری - Dari \(PDF\)](#) | [हिन्दी - Hindi \(PDF\)](#) | [한국어 - Korean \(PDF\)](#) | [Kajin Majōl - Marshallese \(PDF\)](#) | [پښتو - Pashto \(PDF\)](#) | [Português - Portuguese \(PDF\)](#) | [ਪੰਜਾਬੀ - Punjabi \(PDF\)](#) | [Русский - Russian \(PDF\)](#) | [Af-soomaali - Somali \(PDF\)](#) | [Tagalog \(PDF\)](#) | [Українська - Ukrainian \(PDF\)](#) | [Tiếng Việt - Vietnamese \(PDF\)](#)

Certificate of Immunization Status

This is the form used to record childhood immunizations for school and child care entry.

[English \(PDF\)](#) | [Español \(PDF\)](#) | [Arabic \(PDF\)](#) | [Amharic \(PDF\)](#) | [Chinese \(PDF\)](#) | [Korean \(PDF\)](#) | [Marshallese \(PDF\)](#) | [Punjabi \(PDF\)](#) | [Russian \(PDF\)](#) | [Somali \(PDF\)](#) | [Tagalog \(PDF\)](#) | [Ukrainian \(PDF\)](#) | [Vietnamese \(PDF\)](#)

Certificate of Exemption

This is the official form used to note a child's exemption to specific immunization requirements.

[English \(PDF\)](#) | [Español-Spanish \(PDF\)](#) | [አማርኛ - Amharic \(PDF\)](#) | [العربية - Arabic \(PDF\)](#) | [中文 - Chinese \(PDF\)](#) | [Fosun Chuuk - Chuukese \(PDF\)](#) | [دری - Dari \(PDF\)](#) | [हिन्दी - Hindi \(PDF\)](#) | [한국어 - Korean \(PDF\)](#) | [Kajin Majōl - Marshallese \(PDF\)](#) | [پښتو - Pashto \(PDF\)](#) | [Português - Portuguese \(PDF\)](#) | [ਪੰਜਾਬੀ - Punjabi \(PDF\)](#) | [Русский - Russian \(PDF\)](#) | [Af-soomaali - Somali \(PDF\)](#) | [Tagalog \(PDF\)](#) | [Українська - Ukrainian \(PDF\)](#) | [Tiếng Việt - Vietnamese \(PDF\)](#)

School Registration Flowchart for Immunization Records

This document guides staff on how to screen immunization records for school entry, but can also be helpful for child care staff understanding if immunization forms are complete and accurate.

<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/348-756-RegistrationFlowchartforImmunizationRecords.pdf>

Medically Verified Immunization Records Document

This document explains what immunization records are considered valid for school and child care entry.

<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/348-755-MedicallyVerifiedImmunizationRecordsFlyer.pdf>

Child Care Immunization Resource Flyer

This document provides helpful information on vaccine requirements for early learning and child care programs.

English:

<https://doh.wa.gov/sites/default/files/legacy/Documents/Pubs/348-849ChildCareImmunizationResourceFlyer.pdf>

Spanish:

<https://doh.wa.gov/sites/default/files/2022-02/348-849ChildCareImmunizationResourceFlyer-es.pdf>