**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**](https://app.leg.wa.gov/rcw/default.aspx?cite=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]