

Immunization Record

Performance Standard: 103.20(a)(1)(ii)

Policy: All children will be up to date on immunizations unless they are religiously or medically exempt.

Procedure:

- All families will submit a copy of the child's **immunization record** for the program files. The child must have proof of immunizations before they may attend classes in any of the centers since all centers are licensed by the Virginia Department of Social Services.
- All immunization records will be evaluated upon receipt by the Health Manager to determine if the record is up-to-date for the child's age.
- If a child is behind on their immunizations the Health Manager and Family Advocate will work with the parent and pediatrician or health department to get the child up to date.
- In the case of parents who appear reluctant to "catch up" their child's immunizations, staff will strongly encourage the parent to complete the immunizations.
- If a child belongs to a religion in which they do not get immunizations the parent must provide a **Certificate of Religious Exemption Form** which is usually provided by the pediatrician or health department.
- The child's immunization record will be filed in the child's Health File and tracked in Child Plus.

Referenced Forms:

Immunization Record

Certificate of Religious Exemption Form