
Policy on Immunizations in a Child Care Facility

1 Purpose

The purpose of this policy is to manage and maintain up-to-date immunization records in a child care facility.

2 Policy

This policy follows Montana law regarding immunization of children (ARM 37.95.140) within child care facilities. It is essential that children who are too young to receive immunizations or have medical contraindications are protected.

Our policy is to receive children's immunization records upon attending, assess records, inform parents of non-compliance, and maintain 90% up-to-date immunization records. By maintaining 90% up-to-date immunization records, our facility can receive a "Certificate of Excellence" award provided by the Montana State Immunization Program.

3 Procedure

When a child enters **[facility name]**, a parent/legal guardian must provide a completed HES-101 "Blue Form", or provide a complete up-to-date immunization record.

- a. If no record is received prior to child attending **[facility name]**, the parent/legal guardian will receive a verbal warning and must bring an immunization record within **[days]**.
- b. If no record is received by **[days]**, parent will receive written notification by the facility director, and will have **[days]**, to bring in the immunization record or child may be excluded from **[facility name]**.
- c. If no record is received, child will not be allowed to attend **[facility name]**.

Before a child may attend **[facility name]** and is not up-to-date on immunizations according to ARM 37.95.140, the parent/guardian must provide one or some of the following:

- a. Completed HES-103A "Conditional Attendance" form
- b. HES-101 Section IV "Medical Exemption" form
- c. HES-114 "Religious Exemption for Haemophilus Influenzae type B form
- d. DPHHS-115 "History of Varicella" form

[Facility name] will assess immunization records using the Montana State Immunization Status Report form (DPHHS-107) every **[number of months]** to ensure every child attending has an up-to-date immunization record. **STARS participants will need to submit the DPHHS-107 form to the Montana State Immunization Program every 6 months to maintain star status.**

The facility director will send out notification to the parent/legal guardian reminding them the child is conditionally attending the facility and needs to stay compliant with the conditional agreement. **[Facility name]** may exclude a child from attending if he/she remains out of compliance according to ARM 37.95.140.

The facility director will also send out notification to the parent/legal guardian if the child has a religious exemption for Hib to be notarized annually. **[Facility name]** may exclude a child from attending if he/she remains out of compliance according to ARM 37.95.140.

[Facility name] will review and update this policy **[enter month, or annually, or quarterly]**.

Date plan to review with staff	Last reviewed and updated for accuracy

Child care providers, please feel free to add procedures or make any changes to this example policy. You may want to include ARM 37.95.184 for tracking your worker's immunizations. Another suggestion to include in your policy is for children and workers to have their annual influenza vaccination, or possibly have your workers receive at least one Tdap (which includes the pertussis or whooping cough component). This is entirely up to you since influenza and Tdap is not a requirement for child care.