

DEPARTMENT OF HEALTH Flow Chart for Child Care Programs

March 2024

Child Registers

Parent/Guardian is notified of immunization requirements

Parent/Guardian provides child care program with:

A complete vaccination record, assessed for compliance using the Immunization Registry, or a signed exemption form for the current year

Admit child

No vaccination record, or an incomplete vaccination record Admit child provisionally*, and provide parent/guardian with the Notice of Missing Immunizations and Provisional Admittance

Action is being taken by parent/guardian:

Child is on schedule, completing a vaccine series, or an appointment has been made, and the Provisional Admittance form has been completed and given to the Child Care Program Child remains provisionally* admitted with due date set.

No response from parent/guardian:

- Provide with the Notice of Provisional Admittance and Exclusion
- Child remains provisionally* admitted with exclusion date set

Parent/guardian provides:

 a complete vaccination record, assessed for compliance using the Immunization Registry, or • signed exemption form for the current year
 Admit child Due date not met:
Provide with the
Notice of Provisional
Admittance and
Exclusion
Child remains
provisionally*

admitted with exclusion date set

Parent/guardian provides:
complete vaccination
record, or signed exemption
form for the current year
Admit child

Due date not met: Exclude child from program

Parent/guardian provides: a complete vaccination record, assessed for compliance using the Immunization Registry, or signed exemption form for the current year.

Admit child

Due date not met: Exclude child from program

* Provisional Admittance:
Typically, 4 weeks or per CDC
catch up immunization schedule
guidance. May not exceed 6
months. Read more here For
questions email the
Immunization Program.