

Submission of Immunization Information for All Day Child Care Programs

REVISED - September 2017

Information to be submitted to the health unit through electronic or paper submission yearly by September 30th:

- Current class list which includes: Child's Legal Last Name / Child's Legal First Name / Child's DOB / Parent's Last Name / Parent's First Name / Mailing Address & Postal Code / Phone Number.
- Collect an updated Child Care Immunization History form, which is to be **updated and completed by the parent yearly**, with a photocopy of a current immunization record (yellow card) attached, for each child listed on the September Class List. Please keep copies of the updated Child Care Immunization History form and the immunization record at your facility.

Note: This is **an annual requirement for all attendees** even if they attended your facility in previous years. Upon receipt of the above information, a Certificate of Compliance will be issued to your facility.

Ongoing Throughout the Year:

- For every new admission – a completed "Child Care Immunization History for All Day Child Care" form and a photocopy of the child's current immunization record (yellow card) must be forwarded to the health unit upon admission. Remember to also keep a copy at your facility.

Note: Monthly Admission/Discharge Forms are no longer required.

All forms may be accessed at www.simcoemuskokahealth.org under the *Just for You* section or contact the Vaccine Preventable Disease team at 705-721-7520 or toll-free 1-877-721-7520 ext. 8827.

Documentation is required for unimmunized children – please direct the parent(s) to call the health unit at 705-721-7520 or toll-free 877-721-7520 ext. 8827.

For security reasons, all completed forms may be delivered to your local health unit or sent via courier to:

Simcoe Muskoka District Health Unit
2-5 Pineridge Gate, Gravenhurst, ON P1P 1Z3
Attention: VPD Child Care Surveillance

☐ **Barrie:**
 15 Sperling Drive
 Barrie, ON
 L4M 6K9
 705-721-7520
 FAX: 705-721-1495

☐ **Collingwood:**
 280 Pretty River Pkwy.
 Collingwood, ON
 L9Y 4J5
 705-445-0804
 FAX: 705-445-6498

☐ **Cookstown:**
 2-25 King Street S.
 Cookstown, ON
 L0L 1L0
 705-458-1103
 FAX: 705-458-0105

☐ **Gravenhurst:**
 2-5 Pineridge Gate
 Gravenhurst, ON
 P1P 1Z3
 705-684-9090
 FAX: 705-684-9887

☐ **Huntsville:**
 34 Chaffey St.
 Huntsville, ON
 P1H 1K1
 705-789-8813
 FAX: 705-789-7245

☐ **Midland:**
 B-865 Hugel Ave.
 Midland, ON
 L4R 1X8
 705-526-9324
 FAX: 705-526-1513

☐ **Orillia:**
 120-169 Front St. S.
 Orillia, ON
 L3V 4S8
 705-325-9565
 FAX: 705-325-2091