

Dear Child Care Supervisors,

Please find below the process for submitting your immunization information this year:

For All Day Child Care Programs

The following information must be submitted to the health unit through electronic or paper submission by October 31st:

- 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. Please submit list in alphabetical order by last name.
- An up to date Child Care Immunization History form **and** photocopy of the child's current immunization record (yellow card), for each child listed on the Class List. Please keep copies of the children's immunization records at your facility as required by the CCEYA. 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 by December 31st.

Ongoing Throughout the Year:

- For every new admission – a Child Care Immunization History form **and** 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.

For Before & After School Child Care Programs

The following information must be submitted to the health unit through electronic or paper submission by October 31st:

- 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. Please submit list in alphabetical order by surname.

Upon receipt of the above information, a Certificate of Compliance will be issued to your facility by December 31st.

Ongoing Throughout the Year:

No documentation is required to be sent to the health unit throughout the year. If the health unit requires up to date class lists at any time, we will contact you directly.

We have attached the following documents and would ask that you please use these current forms and discard any previous copies you have:

- [Class List for All Day Programs](#)
- [Class List for Before & After School Programs](#)
- [Child Care Immunization History form](#)

How to Submit your Immunization Information

- **Select which method (either electronic or paper based) you want to use to submit your information. Respond to this email to inform us of your choice as soon as possible.** Child Care Supervisors who use the electronic system indicate the electronic method is efficient and easy to use, so we encourage you to use this option.

If you choose electronic submission, our staff will follow up with via email.

If you choose paper based submission, proceed with submitting your paper work when ready.

OPTION 1: ELECTRONIC

If you chose to provide your data electronically, you will receive three e-mails:

1. The first e-mail will contain Excel templates which you will need to use in place of the attached Class Lists. We will provide you with a template for each centre you supervise. If your centre provides both All Day and School Age Child Care programs, please create a separate file for each (e.g. one Excel file for the children who attend the all day program and another Excel file for children who attend the school age program). This e-mail will also contain instructions about how to use the template and the secure website.
2. Once you have notified us that you have completed the template, we will send you a link to the secure website to upload your complete template. The uploading site can also be used to provide Child Care Immunization History forms and current immunization records for all-day child care attendees if you have way of providing this data electronically (e.g. scanning and saving completed forms on your computer) otherwise you will still need to provide the Immunization History Forms and current immunization records via the paper-based method described below.
3. A separate e-mail will also be sent containing the password needed to access the secure link provided in email #2.

Please note: Due to the volume of emails that we are receiving and sending during this peak time, it may take 1-2 weeks for this process to be completed. This is taken into consideration for those submitting electronically and will not impact your Certificate of Compliance.

OPTION 2: PAPER-BASED

Please complete the attached appropriate Class Lists for all child care attendees at your centre and provide Child Care Immunization History forms and current copies of the immunization records for all-day child care attendees only. For security reasons, all completed forms should be delivered to your local health unit or sent via courier to:

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

Please be sure when sending paper based copies via mail or fax that they are clear, legible and complete (i.e. dates not cut off on the side).

Please note that this process does take time as we receive a lot of information in a short period of time. We would ask for your patience as we work through issuing the certificates of compliance. All Public Health Inspectors who inspect child care facilities have access to our live time tracking of information received, so even if you have not received your certificate, they can confirm the information has been received and the date it was received by.

If you have any questions, please contact the health unit at 705-721-7520 or toll-free 877-721-7520 ext. 8827.

Looking forward to working together

Sincerely,

Mary Ann Holmes, RN, BScN
Program Manager, Immunization Program
Simcoe Muskoka District Health Unit