



REGION OF WATERLOO PUBLIC HEALTH

Instructions for collection, maintenance and completion of child care forms for child care centre operators and providers

Background

- The Child Care and Early Years Act requires all infants and children attending a child care centre be fully immunized as recommended by the Medical Officer of Health. In Waterloo Region this includes: **Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Haemophilus influenzae type B, meningococcal disease, pneumococcal disease, and Varicella (chickenpox)**
- Each child care centre is responsible for ensuring that the immunizations for each child/infant enrolled in the centre are up-to-date.
- Each child care centre is also responsible for ensuring a record of immunization is kept on file at the centre, and another is forwarded to Region of Waterloo Public Health.

Immunization Schedule

Refer to Attachment 1 for the publicly funded routine immunization schedule for children (up to four to six years) in Ontario. This schedule may change if a child misses any of these immunizations. You can use the chart to ensure each child is up-to-date according to the schedule. If you have any questions about interpreting a schedule please contact the Vaccine Preventable Diseases Program at 519-575-4400.

Process for New Registrants

Ensure all children are immunized prior to registration. The operator/provider can do so by providing the parent/guardian with the following:

- **Parent/Guardian Information Letter** — This letter outlines the immunization requirements for infants and children enrolled in child care centres in Waterloo Region. It also highlights the importance of updating immunization information and what they should do if their child is ill.
- **Form A** — Immunization Information Form. Demographic information about the child and the parents/guardians is collected on this form. The parent/guardian will also be asked to provide two copies of the child's immunization record.

Upon completion of Form A, the parent/guardian should return it to the appropriate contact at the child care centre. Form A should then be forwarded to Region of Waterloo Public Health along with one copy of the child's immunization record. The second copy of the record should be kept on file at the child care centre. The parent can keep the Parent/Guardian Information Letter for their records. Forms and records for all new registrants should be forwarded to Public Health no later than November 15 of each calendar year.

The package of forms should be accompanied by:

- **Form D** — Child care centre enrollment form or
- Child care centres can submit their enrollment information electronically using an Excel template provided by Public Health
 - The form, titled Child Care Provider Electronic Enrollment Form, is available on Public Health's website¹. Please follow the instructions on the Instructions tab in the spreadsheet
 - The file **MUST** be encrypted before being sent via email to Public Health. Please refer to the instructions (as per the Instruction tab) on how to encrypt the file

Child care centres are also invited to mail the forms and records to Public Health throughout the year as they are received.

1 <http://chd.region.waterloo.on.ca/en/healthyLivingHealthProtection/ivpd.asp>

Process for Updating Records of Existing, Previously Enrolled or Returning Registrants

Child care centres must ensure that the immunizations of children already enrolled in their facility are up-to-date as per the routine immunization schedule. To facilitate the collection of this information, the operator/provider can provide the parent/guardian with **Form B — Immunization Update Form**. This form is to be completed by the parent/guardian if their child has recently had an immunization. The parent/guardian will also be asked to provide two copies of the child's updated immunization record. Demographic information is also collected on this form, so it should also be used if that information changes.

Upon completion of Form B, the parent/guardian should return it to the appropriate contact at the child care centre. Form B should then be forwarded to Region of Waterloo Public Health along with one copy of the child's immunization record. The second copy of the record should be kept on file at the child care centre. The parent can keep the Parent/Guardian Information Letter for their record.

Updates should be sent to Region of Waterloo Public Health throughout the year (as they are received).

Process for Parents Requesting an Immunization Exemption for Religious or Conscience or Medical Reasons

Some parents may choose not to immunize their child for religious or conscientious reasons while others may not be immunized for medical reasons. There are two forms for parents requesting an immunization exemption for their child:

- **Statement of Conscience or Religious Belief** found here:
<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROF1LE&SRCH=1&ENV=WWE&TIT=exemption&NO=010-3042E>
- **Statement of Medical Exemption** found here:
<http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/FormDetail?OpenForm&ACT=RDR&TAB=PROF1LE&SRCH=1&ENV=WWE&TIT=exemption&NO=010-3041E>

Only one of the forms should be completed (based on the reason for the exemption).

The Statement of Conscience or Religious Belief is for parents/guardians to complete if they wish to exempt their child for non-medical reasons. The parent/guardian and a Commissioner of Oath must sign and date the form. The original copy should be forwarded to Region of Waterloo Public Health. The child care operator/provider should photocopy the completed form and keep it on file.

The Statement of Medical Exemption must be completed by the child's physician (a medical doctor registered with the College of Physicians and Surgeons of Ontario) or Nurse Practitioner (Register with the College of Nurses of Ontario) stating the reason for the medical exemption. The original copy should be forwarded to Region of Waterloo Public Health. The child care operator/provider should photocopy the completed form and keep it on file.

Maintenance of Child Care Centre Enrollment

In the fall of each calendar year Region of Waterloo Public Health asks for an enrollment list with the names of every child enrolled in your child care centre. Each operator/provider can submit this on Form D. Alternatively, a list of registrants can be entered into an Excel template (as provided by Public Health), encrypted and send to the health unit via email. Please refer to the process on page 1 (under Process for New Registrants for information on the electronic submission process).

Refer to Attachment 2 for a Flow Chart of the immunization reporting process for child care centres.

Mailing Address

Mail all updates to the following Region of Waterloo Public Health address:

Region of Waterloo Public Health and Emergency Services
c/o IDS Information and Planning Program (Immunization Services)
99 Regina Street South, Box 1633, 2nd Floor
Waterloo, ON N2J 4V3

Please provide your child care centre's return address in the top left hand corner of your envelope.

Contact Information

If you have any questions about the immunization schedule please contact Region of Waterloo Public Health at 519-575-4400 ext. 5003.



Attachment 1

Ontario Publicly Funded Immunization Schedule for Starting Immunization in Infancy

Vaccine	2 months	4 months	6 months	12 months	15 months	18 months	4 to 6 years**
DTaP-IPV-Hib* Diphtheria*, Tetanus*, Pertussis*, Polio*, Haemophilus influenzae B*	X	X	X			X	
Pneu-C-13* Pneumococcal Conjugate 13*	X	X		X			
Rot-1 Rotavirus	X	X					
Men-C-C* ^ Meningococcal Conjugate C*				X			
MMR* ^ Measles*, Mumps*, Rubella*				X			
Var* Varicella (Chicken pox)* (required if no history of having chicken- pox disease)					X		
MMRV* Measles*, Mumps*, Rubella*, Varicella*							X
Tdap-IPV* Tetanus*, Diphtheria*, Pertussis*, Polio*							X

* Indicates required vaccine for entry into a child care centre

^ MMR and Men-C-C vaccine must be given on or after the first birthday

** Preferably given at four years of age

Adapted from Ontario Ministry of Health and Long-Term Care (2016)

http://www.health.gov.on.ca/en/pro/programs/immunization/docs/immunization_schedule.pdf



Attachment 2

Flow Chart of the Immunization Reporting Process for Child Care Centres

New Registrants (first time enrollment)



Forward the Parent Information Letter and **Form A** to the parent/guardian

If the parent/guardian requests an exemption for religious or conscience reasons ask him/her to complete a **Statement of Conscience or Religious Belief Form**

If the parent/guardian informs you that their child cannot be immunized for medical reasons ask them to have **Statement of Medical Exemption** completed by their physician



Collect all completed forms from the parent/guardian as their children are enrolled. **Ensure two copies of a complete immunization record are submitted with Form A.**



All forms and one copy of each immunization record is to be forwarded to Region of Waterloo Public Health no later than November 15.

Form D, or **Public Health's Excel template** (if submitting electronically), should also be completed and submitted by November 15

Existing, Returning or Previously Enrolled Registrants



Ensure immunizations for registrants are up-to-date as per the publicly funded schedule

Forward **Form B** to the parent/guardian whose child requires an update or who forwards an update to you



Collect all completed forms from the parent/guardian as immunizations are updated. **Ensure two copies of a complete immunization record are submitted with Form B.**



Forms and one copy of each immunization record is to be forwarded to Region of Waterloo Public Health as they arrive/throughout the year.