

2016-2017
School Year

Child Care/Preschool Immunization Course

Guidance for Child Care and Preschool Providers in Colorado



"The decision to immunize your child is a critical one, because vaccines are the single most effective protection against diseases that continue to threaten our children."

- Don Cook, M.D., Former President, American Academy of Pediatrics



Dear Child Care/Preschool Provider in the 2016-17 School Year

The **Child Care/Preschool Immunization Course: Guidance for Child Care and Preschool Providers in Colorado** was developed to help you learn more about immunizations and the immunization requirements for students in a child care/preschool setting in Colorado. This course is now required for specific staff, including Colorado Child Health Consultants (CCHC), at childcare, preschool and drop-in centers. By completing this course, you can earn 2.5 contact hours toward your child care licensing requirement. The course and test are updated annually on July 1st of every school year. This requirement is included in the Colorado Department of Human Services (CDHS) licensing rules at the Colorado Office of Early Childhood:

7.702.33 Personnel Policies, Orientation, and Staff Development [Rev. eff. 2/1/16]

N. Within thirty (30) calendar days of employment and annually, all staff responsible for collection, review and maintenance of the child immunizations records must complete the Colorado Department of Public Health and Environment (CDPHE) immunization course.

Please download the **Child Care/Preschool Immunization Course** as well as the “**Child Care/Preschool Immunization Chart-2016-17 SY**” before taking the test as you will need to refer to them when answering the test questions electronically. To access the course go to: www.coloradoimmunizations.com and click on the “*Childcare, school and college/university immunizations*” section which will direct you to the Child care resources link.

You will take the test through the Colorado Shines Professional Development Information System (PDIS) at <http://ecpd.costartstrong.org>

It is important to pay special attention to the “exemption” information as there have been changes to the frequency of submission of exemptions and options for parents/guardians to submit exemptions.

If you have questions regarding any child care/preschool licensing rules, please contact the Colorado Office of Early Childhood’s Licensing and Administration Unit at 303-239-4357.

If you have questions regarding the content of this course or about school required immunizations, please contact Jamie D’Amico, contact info provided below.

Thank you for all you do to provide a safe and healthy environment for Colorado’s children.

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Why are Childhood Immunizations Necessary?

Children need immunizations (also called vaccinations or “shots”) to protect them against serious diseases. When children do not receive immunizations there is always the possibility of becoming infected by diseases that can cause rashes, fevers, coughing, choking, brain damage, heart problems, paralysis, deafness, and liver disease. Because of their close contact, students in childcare/preschool settings, as well as staff can easily contract and spread diseases to one another.

- Preschoolers who are behind on their shots need to be vaccinated to “catch up” and be protected.
- Many parents/guardians think that children only need shots when they are ready to enter kindergarten. *This is not true.* Children need to be vaccinated when they are babies and need most of their shots before the age of two.
- Parents/guardians should check with their health care provider or clinic to make sure their child is up-to-date on their shots.

“Immunizations - a true medical success story. Without question, immunizations protect our children from dangerous infections that can cause long-term disease, disability, even death.”

Don Cook, M.D., Former President, American Academy Pediatrics

Colorado School Immunization Law - 6 CCR 1009-2

The Colorado Board of Health (CBOH) requires that students attending schools, including licensed child care and preschool facilities, have records of immunizations or exemptions on file for every enrolled student. This means that each enrolled student will have an "*official school immunization record*" which includes one or more of the following approved forms:

1. A *Certificate of Immunization* OR
2. A *Medical Exemption* form OR
3. A *Non-Medical Exemption* form

If a parent provides a medical or clinic record that shows proof of immunizations, those immunizations are to be transcribed onto the *Certificate of Immunization*.

Some health care providers participate in the Colorado Immunization Information System (CIIS), also known as the "Immunization Registry." You can sign up to participate in CIIS which will enable you to see if any of your students have immunizations (and in some cases, exemptions) recorded in the system. You can then download and file the Certificate of Immunization, saving you a lot of time transcribing.

- If a student has an "[incomplete](#)" immunization record and needs to update the record, the school will give the parents/guardians "direct personal notification." The parent/guardian will then have 14 days to get the required shot(s) for their student and to provide a written plan to get remaining immunizations at the medically recommended minimal intervals according to the Advisory Committee on Immunization Practices (ACIP).
- The Colorado Department of Public Health and Environment (CDPHE) and/or the CDHS licensing staff may look at and check the immunization records kept by private licensed child cares/preschools. Licensed child cares/preschools are inspected to insure the health and safety of children in your facility.
- If a student **does not receive the required shot(s)** or did not follow up on the plan to get the shot(s) after the parent/guardian received the 14 day "direct personal notification," that student **will not be allowed** to attend your child care/preschool according to the school immunization law.
- If other students at the school have a vaccine-preventable disease, all un-immunized or under-immunized students may be told to stay home from school.

The best tool to assist you in reading a student record is the "Childcare/Preschool Immunization & Exemption Chart 2016-17 SY." This chart is located on the page at www.coloradoimmunizations.com under the "*Child care, school and college/university immunizations.*" Go to the "*Child care resources*" link.

What does it mean to be “In Compliance” with School Immunization Law

To be in compliance with the Colorado Immunization Law at least ONE of the following must occur:

1. Students are up-to-date on all their required immunizations
OR
2. The parents/guardians have submitted a current, signed exemption
OR
3. Students are “in process” for getting up-to-date on required immunizations and have a written plan

(No immunization record? No school attendance!)

Parent Letter

A parent letter describing required and recommended vaccines is “recommended” to be sent to parents or guardians of students in your private facility yearly. For child cares/preschool associated with a public school, it is “required” to send to parents/guardians of enrolled students. The parent letter is located on the Immunization Branch website at www.coloradoimmunizations.com under “Child care, school and college/university immunizations.”

Certificate of Immunization (CI)

Students are to have all immunizations (date, month, year) recorded on the Certificate of Immunization.

You can find the Certificate of Immunization by going to www.coloradoimmunizations.com

An official Certificate of Immunization can include one of the following:

- 8 ½ by 11-inch paper version (downloaded from the website at www.coloradoimmunizations.com) or
- Any “alternative” Certificate of Immunization approved by the CDPHE

(Note: the immunization “cards” are no longer available or in use)

A copy of a Certificate of Immunization is acceptable - including faxed copies.

The type of vaccine and the date (month, day, year) the vaccine was given must be recorded on the Certificate of Immunization. If a student comes to your child care/preschool facility with an immunization record that is not on an official Certificate of Immunization (CI), it is the responsibility of the child care/preschool staff to carefully copy the information onto the official form or to download the student’s CI from CIIS.

COLORADO LAW REQUIRES THAT THIS FORM BE COMPLETED FOR EACH STUDENT ATTENDING COLORADO SCHOOLS							
Name _____				Date of Birth _____			
Parent/Guardian _____							
COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT—CERTIFICATE OF IMMUNIZATION							
	Vaccine	Titer Date	Enter the month, day and year each immunization was given				
Hep B	Hepatitis B						
DTaP	Diphtheria, Tetanus, Pertussis (pediatric)						
DT	Diphtheria, Tetanus (pediatric)						
Tdap	Tetanus, Diphtheria, Pertussis						
Td	Tetanus, Diphtheria						
Hib	<i>Haemophilus influenzae</i> type b						
IPV/OPV	Polio						
PCV	Pneumococcal Conjugate						
MMR	Measles, Mumps, Rubella						

The Certificate of Immunization currently includes “optional” signature lines which will be updated in future editions of the CI. This allows you to check a box and provide a signature to indicate that a child is up to date at a specific age. It allows for better record-keeping and tracking of children’s immunization status.

It is not a requirement for a health care provider or school health authority to sign the Certificate of Immunization. The Certificate of Immunization is NOT to be completed by a parent but by a medical office/clinic or the designated child care/preschool staff.

Incomplete Immunizations and the 14-Day Rule (In Process)

If a student in your facility is due for a shot, you can notify the parent/guardian using the “Notice of Required Immunizations & In-Process Form” located on our website, www.coloradoimmunizations.com under the “Child Care, school and college/university immunizations” and “Immunization forms” link.

If a student comes to the child care/preschool facility with an incomplete immunization record or falls behind on the required immunization schedule, notify the parent/guardian by “direct personal notification” (by telephone, e-mail, in person or in writing). You can notify by sending the “Notice of Required Immunizations & In-Process Form.” The parent/guardian has 14 days to make sure the student receives the required shot(s) and/or has a written plan to receive any remaining required shot(s).

It would be ideal if parents/guardian would provide any new vaccine records, so remind them to do so. You can develop a “tickler system” for keeping track of a child’s immunizations.

Tickler System for Keeping Track of Children’s Immunizations

If you don’t have an electronic tracking system, you can develop a manual system. This system requires a card file with index cards, a box to hold them, and a set of monthly index card dividers (January - December).

For a student needing future immunizations, enter his or her name on an index card and list all doses that will be needed. Use the “Child Care/Preschool Immunization and Exemption Chart” at www.coloradoimmunizations.com to determine when the next dose is due. Note the deadline date on the upper right-hand corner of the follow-up card.

- File each follow-up card by the month the next immunization is due.
- At the beginning of each month, call, email, or send a letter or email to the parents to let them know that shots are due and inform them of the due date. Be sure to document on the index card the date the notice was sent.
- Enter immunization dates on the *Certificate of Immunization* when the health care provider or clinic record is given to you by the parent/guardian (if you have access to CIIS you may be able to download the CI).
- Repeat the steps above if additional immunizations will be needed in the future until all immunization requirements are met.
- It is required by law to exclude students whose parents/guardians do not provide proof of up- to-date immunizations or are not in compliance after the “exclusion” date you provided.
- When no more immunizations are needed, remove the card from the file box.

Medical and Non-Medical Exemptions (Updated July 1, 2016)

A student may have an exemption from receiving the required shots for the following reasons:

- **Medical** - The student is unable to receive immunization(s) due to a medical/health issue. The official Medical Exemption form must be signed by a health care provider (MD, DO, Advanced Practice Nurse or Physician's Assistant (PA)). This form is only submitted once unless there is a change in the student's medical condition or the student's demographic information (e.g., name, address, etc.)
- **Non-Medical** - The parent/guardian has a **religious or personal belief** against their student receiving immunizations. The parent/guardian must sign and submit the official Non-Medical Exemption form at the ages school-required vaccines are due: 2, 4, 6, 12 and 18 months of age. Non-medical exemptions expire at the time the next immunizations are due according to the Advisory Committee on Immunization Practices (ACIP) schedule, and when the student is enrolled to attend kindergarten.

In the event of a vaccine preventable disease outbreak, an exempted student may be excluded from attendance at the child care/preschool.

Medical and Non-Medical exemption forms can be accessed on the Vaccine Exemption page at www.colorado.gov/vaccineexemption. Parents/guardians have multiple options for submitting exemptions.

- **Non-Medical exemptions**
 - The parent/guardian can submit an on-line form to CDPHE for inclusion in the immunization registry, the Colorado Immunization Information System (CIIS). Parents/guardians can opt-out of having their student's information in the registry.
 - The parent/guardian can download the form from the Vaccine Exemption page, complete and sign the form and submit it to their child care/preschool.
 - The child care/preschool can download the form from the Vaccine Exemption page and have the parent/guardian complete and sign the form at their child care/preschool.
- **Medical exemptions**
 - The parent/guardian can download the form from the Vaccine Exemption page and bring it to their student's health care provider for completion and signature.
 - The student's healthcare provider can download the form from CIIS for completion and signature.
 - Once completed and signed by the student's health care provider, the parent/ guardian can submit the form to CDPHE for inclusion in CIIS or to their child care/preschool.

Note: Parents/guardians can opt-out of having their child's information in the registry.

Please become familiar with the Vaccine Exemption page so you can stay updated with the new exemption process.

Colorado Immunization Information Systems (CIIS)

Need help with your immunization records? We got you covered!

Keeping track of shot records has never been easier! Participate in the Colorado Immunization Information System (CIIS) and you can gain information on your student's immunizations in your licensed child care center or family home.

CIIS is a confidential web program that collects information on immunizations. This program is run through the Colorado Department of Public Health and Environment. It allows child care providers to see immunizations records for children at their facility.

CIIS can simplify your record-keeping by:

- Providing free and secure 24/7 access to immunization records online
- Allowing you to check records and exemptions
- Allowing you to see if children are missing required immunizations or have incomplete immunization records.
- Print off the required "Certificate of Immunization" (CI) from the system (this decreases your efforts to transcribe many, if not all, of the child's immunizations onto the CI)

For more information on how your child care facility can join CIIS, please contact Megan Berry at megan.berry@state.co.us or 303-692-2736

Reporting child care aggregate student immunization and exemption data

Beginning in SY2016-2017, some Colorado schools and licensed child cares must report aggregate immunization and exemption data (numbers) to CDPHE by December 1 of each year, per [Colorado Board of Health rule 6 CCR 1009-2](#).

- Public, private and parochial schools with grades K - 12, child care centers, preschools and Head Start programs with more than 10 children are required to report.
- School-age child care centers, family child care homes, drop-in centers, day treatment centers, foster care homes, day camps and resident camps are **not** required to report.
- No individual student data (names or birth dates) should be reported; the summary data to be reported includes the number of students up-to-date for school-required vaccines, those in-process and those with an exemption, by antigen.
- The Immunization Summary Report for Licensed Child Care Facilities should be available October 1st, 2016 and can be accessed at the Colorado Immunization Branch at www.coloradoimmunizations.com

Required Immunizations - Refer to the "*Child care/Preschool Immunization and Exemption Chart*" at www.coloradoimmunizations.com and click on the "*Child care, school, college/university immunizations*" link.

Vaccine	Vaccine Description
DTaP	DTaP is a combination of Diphtheria, Tetanus, and acellular Pertussis vaccine. A student is to have 4 DTaP shots by 19 months of age. A student will have a 5 th dose of DTaP between the ages of four and six years. If a 4 th dose was given at 4 years of age and 6 months after previous dose the requirement is met. The final dose of DTaP is required for kindergarten.
IPV	IPV is inactivated polio vaccine given as a shot. A student will have 4 appropriately spaced IPV shots with the final dose given no sooner than 4 years of age. If the 3 rd IPV shot was given at four years of age and was given at least 6 months after the last dose, the requirement is met. The final dose of IPV is required for kindergarten.
Hib	Hib vaccine protects against the bacteria called Haemophilus influenzae type b. The schedule for Hib depends on when the child first starts getting the vaccine. Please refer to the footnotes in the "Child Care and Preschool Immunization and Exemption Chart." There is no requirement for Hib once the student turns 5 years of age. Hib is commonly given as "combined" vaccines and the schedule may vary slightly.
MMR	MMR is a vaccine that protects against Measles, Mumps, and Rubella ("German Measles") viruses. The child must be no younger than 4 days before 12 months of age before receiving the first MMR shot. If MMR was given more than 4 days before the 1st birthday, it cannot be accepted as a valid dose. The invalid dose must be repeated in order for the child care/preschool to be in compliance. The second MMR shot is typically given between four through six years of age, however can be given 4 weeks after the first dose. A 2 nd dose required for kindergarten.
Hep B	Hep B is the Hepatitis B vaccine that protects against the liver disease caused by the Hepatitis B virus. Three HBV shots are required by the time the child turns 19 months of age. The intervals between the 3 doses must be followed and the final dose must be administered at or over 24 weeks of age.
PCV13	PCV13 is the vaccine that protects against pneumococcal disease caused by bacteria. One to four shots are given depending on how old the child was when he/she received the first shot. Refer to the "Child Care/Preschool Immunization & Exemption Chart."
Varicella	Varicella vaccine protects against chickenpox disease. Unless the student has had the chickenpox disease, they will need one dose of varicella vaccine no sooner than 4 days before the first birthday and a 2 nd dose before the student enters kindergarten. If a student had a case of chickenpox disease, it must be documented by a health care provider or screened by the registered nurse. If a positive screening, th documentation is considered a reliable history of disease and the child will not need a vaccination as he/she is considered immune. (MMRV is measles, mumps, rubella and varicella vaccine). 2 nd dose is required for Kindergarten entry.

Immunization Schedule for Pre-Kindergarten Settings

Vaccine	Number of Doses and Age Vaccine Must Be Received By
DTaP	<ul style="list-style-type: none"> • 1st Dose received by 3 months of age • 2nd Dose received by 5 months of age • 3rd Dose received by 7 months of age • 4th Dose received by 19 months of age
IPV	<ul style="list-style-type: none"> • 1st Dose received by 3 months of age • 2nd Dose received by 5 months of age • 3rd Dose received by 19 months of age
Hib	<p>If the vaccine series is started before 12 months of age:</p> <ul style="list-style-type: none"> • 3 doses, 4 - 8 weeks apart and 1 additional dose after 12 months of age <p>If the series is started between 12-14 months of age:</p> <ul style="list-style-type: none"> • 2 doses, each 8 weeks apart <p>If the series is started at 15 months of age or older:</p> <ul style="list-style-type: none"> • 1 dose <p>No doses are required once a student turns 5 years of age.</p>
MMR	<ul style="list-style-type: none"> • 1st Dose received by 16 months of age <p>1st dose can be given no sooner than 4 days before the 1st birthday.</p>
Hep B	<ul style="list-style-type: none"> • 1st Dose received by 1 month of age • 2nd Dose received by 3 months of age • 3rd Dose received by 19 months of age
PCV13	<p>If the vaccine series is started between 2-6 months of age:</p> <ul style="list-style-type: none"> • 3 doses, 4 - 8 weeks apart and 1 additional dose after 12-15 months of age at least 8 weeks after last dose <p>If the series is started between 7-11 months of age:</p> <ul style="list-style-type: none"> • 2 doses, each 8 weeks apart and 1 additional dose after 12-15 months of age <p>If the series is started between 12-23 months of age:</p> <ul style="list-style-type: none"> • 2 doses, each 8 weeks apart <p>One dose meets the requirement for those 24 months - 4 years of age. No doses are required once the student turns 5 years of age.</p>
Varicella	<ul style="list-style-type: none"> • 1st Dose received by 16 months of age unless the child has had chickenpox disease <p>1st dose can be given no sooner than 4 days before the 1st birthday.</p>

Additional Recommended Vaccines

Other vaccines that are not 'required' but are strongly 'recommended' for some ages include:

- RotaTaq protects against a diarrheal illness caused by Rotavirus
- Hep A which protects against the liver disease Hepatitis A
- Influenza which protects against the flu

Child care/Preschool Staff (adult) Immunizations

It is so important that child care/preschool staff is appropriately immunized to protect themselves, their families and the infants and children they care for in the school setting. A well-vaccinated environment protects both students and staff from vaccine preventable disease.

CDC recommends several adult immunizations:

Vaccine	Vaccine Description
Chickenpox (varicella)	2 doses of the series for those who have not had chicken pox disease
Hepatitis B	3 dose series for staff who perform tasks that involve exposure to blood or body fluids
Hepatitis A	Frequently recommended for child care workers (2 dose series)
Influenza (flu)	All child care personnel should receive an annual vaccination against flu.
Measles, Mumps and Rubella (MMR)	2 doses protect against disease. Staff born in 1957 or later who don't have a lab verified blood test proving immunity to the diseases, should receive 2 doses of MMR, 4 weeks apart.
Tetanus, Diphtheria and Pertussis (Tdap)	A one-time dose of Tdap should be administered as soon as possible to all child care personnel who have not received Tdap previously. (Colorado had a pertussis epidemic in 2012 and infants and young children were the most vulnerable individuals).
Pneumococcal	1 dose is generally recommended for persons 65 years of age and older. Also recommended for adults 19 years of age diagnosed with asthma or for adults who are smokers.

Some insurance companies cover immunizations, so obtaining vaccines will be an important part of maintaining your health and the health of the children you care for. Please contact your local public health agency to inquire about lower cost immunizations.

Colorado Immunization Website for Schools, Child Care and Preschools

The Colorado Immunization Branch provides a school immunization page, "*Childcare, school and college/university immunizations*" at www.coloradoimmunizations.com for your use.

This page includes required parent letters, charts for reading immunization schedules, forms/notices, the Childcare/Preschool Immunization Course and other important documents to support your efforts to make sure that you are in compliance with the School Immunization Laws.

Talking to Parents about Vaccines

Because of many misleading and distorted internet information, some parents/guardians have become increasingly fearful or hesitant about having their student immunized. Parents/guardians also want to protect their student from vaccine-preventable diseases and sometimes need direction about what is the best thing to do for their student's health.

The Colorado Children's Immunization Coalition, in collaboration with the Colorado Department of Public Health and Environment, created a wonderful parent immunization website that provides lots of factual information about vaccines and how they protect against disease. It would be great if you, as a child care provider, viewed this site and recommended it to parents. It provides honest, factual information about vaccinations and vaccine safety and will help you guide parents in making healthy choices about their student's health. Encourage them to talk to their health care provider or clinic about vaccinating their student. The website is geared specifically towards parents, and will answer many questions. Here are a list of valuable parent websites:

- [Immunize for Good](#)
- [Voices for Vaccines](#)
- [Vaccinate Your Baby](#)
- [Vaccine Education Center from the Children's Hospital of Philadelphia](#)
- [Colorado Department of Public Health and Environment Immunization Education Module](#)