

Policy

Title: *(Child Care Centre Name)* – Immunization for attendees and employees in a licensed child care centre policy

Approved by:
Approval Date:
Last Revision Date:

Effective Date: May 2018-OPH
Last Review Date: May 2025-OPH

1. Policy Statement

In this section, describe the intent of this policy. Ideally consists of one sentence.

For example:

(Child Care Centre Name) is committed to ensure that all persons (including students and volunteers) working and children in attendance at our centre have up to date immunization records as recommended by the local medical officer of health as per the Child Care and Early Years Act, 2014. Our child care centre will participate in the annual licensed child care centre immunization record assessment process with Ottawa Public Health.

2. Purpose

In this section, state a clear and brief description of the policy goal and objectives.

For example:

The purpose of this policy is to provide guidelines for ensuring that the immunization information is collected and maintained for every child registered, and for all employees (including students and volunteers) upon hiring and updated from time to time thereafter. Provides guidelines for ensuring that any person (parent or employee) who objects to immunization due to medical or non-medical reasons completes a standardized ministry approved exemption form from the Ministry of Education.

3. Application

In this section, describe to whom this policy applies. In most cases, this policy will apply to all staff and all children who attend your facility.

For example:

This policy applies to all employees working (including students and volunteers) and children in attendance at *(Child Care Centre Name)*.

4. Roles and Responsibilities

In this section, describe the roles and responsibilities of staff members as it pertains to the assessment and maintenance of immunization records. This includes who is responsible for collecting, assessing, and maintaining immunization records, and who is responsible for

communicating this information to parents/guardians. Note that roles and responsibilities may differ based on the position of the employee in the organization. Your organization may have different positions than those mentioned here.

For example:

Child Care Licensee is responsible for:

- collecting and maintaining a file system with a copy of the immunization record and/or standardized ministry approved exemption form from the Ministry of Education for each child in attendance;
- collecting and maintaining a file system with a copy of immunization record and/or standardized ministry approved exemption form from the Ministry of Education for each employee;
- providing notices supplied by Ottawa Public Health to parents/guardians and employees as necessary;
- providing each employee in the child care centre with a copy of “Immunization for all employees working in child care centres”, see Appendix;
- maintaining an up to date list of attendees who attend the child care centre and providing an electronic list of attendees to Ottawa Public Health on an annual basis in September.

All Employees:

Each employee is responsible for reviewing the “Immunization for all employees working in child care centres” and providing (*Child Care Centre*) with a copy of their immunization record. An employee who objects to immunization due to medical or non-medical reasons must complete a standardized ministry approved exemption form from the Ministry of Education and provide it to the child care licensee.

5. Policy Description

In this section, describe all of your facility’s specific rules and regulations that apply to the immunization status of staff and attendees.

For example:

Updating Ottawa Public Health:

The child care licensee will provide an electronic list of all attendees at their centre to Ottawa Public Health on an annual basis in September. The list of attendees will be sent to Ottawa Public Health using a secure file transfer method.

Collection of Children Immunization Record/Exemption:

(*Child Care Centre Name*) will collect and maintain, on file at the premises, a copy of the immunization record and/or the standardized ministry approved medical or non-medical exemption form from the Ministry of Education for each child registered at the child care centre.

(*Child Care Centre Name*) requires that each parent/guardian provide a copy of their child’s immunization record and/or the standardized ministry approved medical or non-medical exemption form from the Ministry of Education to the child care licensee, and provide a copy to Ottawa Public Health.

- Exemptions:

A parent/guardian who objects to immunization due to medical or non-medical reasons must complete a standardized ministry approved exemption form from the Ministry of Education and provide it to the child care licensee and to Ottawa Public Health.

Standardized ministry approved medical or non-medical exemption form from the Ministry of Education can be found online at the Government of Ontario Central Forms Repository:

(for children, parents must select “parent of a child”)

- [CCEYA Exemption - Statement of Medical Exemption](#)
- [CCEYA Exemption - Statement of Conscience or Religious Belief](#)

In the event of an outbreak related to a vaccine preventable disease, Ottawa Public Health may order the exclusion of children who have an incomplete immunization record from attendance at a child care centre until the risk related to the outbreak has ended. This is to minimize the risk of spreading the disease and to protect unvaccinated staff and children.

- Record Updates:

(*Child Care Centre Name*) will inform the parent/guardian that they must provide the child care licensee with updates any time a child receives an immunization.

(*Child Care Centre Name*) will inform the parent/guardian that they should also provide Ottawa Public Health with any new immunization information.

- Assessment of Records:

The child care licensee will screen the immunization records upon receipt to determine if the record appears up to date according to the [Ontario Publicly Funded Immunization Schedule \(June 2022\)](#). The child care licensee will inform the parent/guardian of any potential discrepancies noticed and encourage the parent/guardian to contact Ottawa Public Health for further assessment.

Annually, the child care licensee will participate in the OPH licensed child care centre immunization record assessment process.

Collection of Employee Immunization Record/Exemption:

Upon the hiring of a new employee, the child care licensee will provide the employee with a copy of “Immunization for all persons working in child care centres” see Appendix.

(*Child Care Centre Name*) licensee will collect and maintain copies of the immunization record and/or the standardized ministry approved medical or non-medical exemption form from the Ministry of Education for each employee of the child care centre.

- Exemption:

An employee who objects to immunization due to medical or non-medical reasons must complete a standardized ministry approved exemption form from the Ministry of Education and provide it to the child care licensee.

Standardized ministry approved medical or non-medical exemption form from the Ministry of Education can be found online at the Government of Ontario Central Forms Repository:

(for staff – select “an individual”)

- [CCEYA Exemption - Statement of Medical Exemption](#)
- [CCEYA Exemption - Statement of Conscience or Religious Belief](#)

In the event of an outbreak related to a vaccine preventable disease, Ottawa Public Health may order the exclusion of persons who have an incomplete immunization record from presence at a child care centre until the risk related to the outbreak has ended. This is to minimize the risk of spreading the disease and to protect unvaccinated staff and children.

- Record Updates:
(*Child Care Centre Name*) requires that each employee provide the child care licensee with updates any time the employee receives an immunization.

6. Monitoring/Contraventions

In this section, describe how you will monitor adherence to this policy. Determine the consequences for contravention of this policy and any disciplinary procedures.)

For example:

All employees are responsible for adherence to this policy. Consequences for contravention will follow normal performance and disciplinary procedures outlined by (*Child Care Centre Name*).

7. Legislative & Administrative Authorities

In this section, add any additional legislation that applies to your policy.

Child Care and Early Years Act, 2014, SO 2014, c 11, Sched 1. Available from:
<https://www.ontario.ca/laws/statute/14c11>

8. References

In this section, add any sources that you reference in your policy.

9. Contact

In this section, indicate who is responsible for maintaining this policy, and who can be contacted with questions or for clarification.

For example:

For more information, contact (*Child Care Licensee Name*) at (Phone Number).