

Model Child Care Center Letter to Parents About Needing Health Record Information

Name of Child Care Center
Address of Child Care Center
Phone and Fax and E-mail of Child Care Center

Date of Memo

To: Parents' Names

From: Child Care Program Staff Person's Name

State child care licensing regulations require that child care centers have information on file that shows all enrolled children are up-to-date with nationally recommended preventive health services according to schedule of the American Academy of Pediatrics. This information ensures that your child is protected from infectious diseases that can be prevented by immunization and that your child has had the tests to find any problems that may interfere with learning. **We need to have the current required information from your child's physician or certified pediatric nurse practitioner.**

Before you give the form to your child's usual source of health care, you should fill out information you already know: names, birth dates, addresses, phone numbers and any immunization dates for which you have records. A licensed physician or certified pediatric nurse practitioner must sign a Child Health Assessment form that documents that your child has received the recommended services. All parts of the form must be completed and must be readable.

LACK OF COMPLIANCE MAY RESULT IN TERMINATION OF SERVICES. REQUIRING REGULAR HEALTH ASSESSMENTS THAT KEEP ALL OF OUR CHILDREN UP-TO-DATE WITH IMMUNIZATIONS AND SCREENING TESTS PROTECTS HEALTH FOR ALL ENROLLED CHILDREN, THEIR FAMILIES AND OUR STAFF.