

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

Immunizations

POLICY:

All children entering the Head Start Program are required to meet the minimum standards for immunizations in accordance with Kentucky's Childhood Immunization Schedule or have a medical or religious exemption.

This policy relates to Head Start Performance Standards 45 CFR Part 1304.20

PROCEDURE:

1. Parents will be asked to submit a signed Childhood Immunization Certificate with their child's enrollment application.
2. Prior to attendance, children must have a minimum dose of the following vaccines:
 - Varicella (Chickenpox)*
 - Diphtheria, Tetanus, Pertussis (DTaP)*
 - Haemophilus Influenzae Type b (Hib)*
 - Measles, Mumps, Rubella (MMR)*
 - Inactivated Polio*
 - Hepatitis B (Hep B)*
3. Health services staff will evaluate each child's immunization record to ensure that the certificate is signed, has at least the month and dose of vaccine received, or a religious or medical exemption.
4. If a new enrollee does not have at least one of each of the mandatory immunizations, or a religious or medical exemption, staff will inform the parent of what they need and remind them that the child must have one of the immunizations before attending school.
5. The child will not be allowed to attend class until the parent can take the child for the immunization and provide the necessary documentation. The FSW/Home Visitor will assist the family in getting the required immunizations, if needed.

6. A child without a valid immunization certificate may be enrolled in the Home-Base option but must have a valid certificate within two weeks of enrollment to receive additional services and participate in socialization day group activities.
7. Every child should continue to receive immunizations according to schedule. Staff will encourage parents to provide the program with any updated information. The FSW/Home Visitor will work with families to ensure that they are informed and have the resources needed to complete or remain “up-to-date” on the child’s immunizations.
8. The FSW/Home Visitor will remind the parent of needed immunizations thirty (30) days prior to the expiration of the immunization certificate and that the child could be excluded from the program if an up-to-date certificate is not received within two weeks after expiration.
9. If the parent fails to submit an up-to-date immunization certificate within two weeks of expiration, the FSW/Home Visitor will notify the parent that the child could be excluded from the classroom and Social Services may be called if a valid immunization certificate is not received for the child. Staff will assist the parent in obtaining their child’s immunizations, if needed.
10. A child may remain in class with a non-valid immunization certificate if:
 - a. A physician/health care provider refuses to immunize because of the child’s illness or physical condition. A signed statement and Medical Exemption Certificate from the physician must be obtained and a copy filed in the child’s individual health record.
 - b. Head Start staff have not notified the parent that the child needs an immunization. After written notification, the parent has two weeks to obtain their child’s immunization and up-to-date certificate.
11. A copy of the immunization certificate will be filed in the child’s health folder and the information entered into COPA.
12. The grantee Health Unit Manager and delegate staff will utilize COPA to monitor each child’s immunization record.