

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 have an up-to-date immunization certificate or Medical/ Religious Exemption on file, in accordance with the Kentucky Immunization Program.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.42](#)

PROCEDURE:

1. Parents will be asked to submit a signed Childhood Immunization Certificate, Medical or Religious Exemption 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 A (Hep A)*
 - Hepatitis B (Hep B)*
3. Health services staff will evaluate each child's immunization record to ensure that the certificate is signed, has the date the dose of vaccine was given, expiration date, or has a religious or medical exemption (*notarized*).
4. If a new enrollee does not have at least one of each of the mandatory immunizations or a medical or religious exemption certificate, staff will inform the parent of what they need and remind them that the child must have one of these items 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 Family Advocate will assist the family in getting the required immunizations, if needed.

6. Model City – Because of daycare licensing, if a child’s immunization certificate expires, the child will not be allowed to return to school until it is has been updated.
7. All BSACAP Delegates – An enrolled child may continue to attend school for up to 14 days after an immunization certificate has expired. If they have not obtained an updated immunization certificate after 14 days, the child will not be able to return to school until it is obtained.
8. Staff will give written notice to parents thirty (30) days prior to expiration date on immunization certificate.
9. Every child should continue to receive immunizations according to schedule. Staff will encourage parents to provide the program with any updated information. The Family Advocate will work with families to ensure that they are informed and have the resources needed to remain “up-to-date” on the child’s immunizations.
10. A copy of the immunization certificate or Medical/ Religious Exemption will be filed in the child’s health folder and information entered on COPA.
11. The Grantee Health Services Manager and delegate staff will utilize COPA to monitor each child’s immunization record.

Approved by Policy Council: September 2018